

RL Course Number	Coure Title	Length	Cost	Vendor	Description
CBT101	General Employee Radiological Web-Based Training (GERT)	2	0	Doe-RI	This lesson covers the basics of radiation protection. The purpose of the lesson is to ensure you know enough about radiation to keep yourself safe while on site, and that you are familiar with the risks of radiation exposure.
CBT102	Hearing Conservation Web-based Training	1	0	Doe-RI	This lesson primarily covers the principles of hazard recognition, risk management, and safety rights and responsibilities. This includes the ability to recognize that a noise hazard exists in a particular area and take the appropriate actions to reduce the risk of hearing damage due to noise hazards.
CBT103	Heat Stress Web-based Training	1	0	Doe-RI	This lesson primarily covers the basics of heat related problems, their prevention, and their first aid.
CBT104	Safe and Drug Free Workplace Web-based Training	1	0	Doe-RI	This lesson primarily covers Hanford site specifics of the Employee Assistance Program (EAP), and Fitness for Duty practices and procedures. Some material on basics and other references is provided if you wish to explore further.
CBT105	Hazardous Materials General Awareness Transportation Training, Train The Trainer	8	50	HAMMER-DOE Nat. Trans. Program	This course is designed to familiarize HAZMAT employees with the transportation regulations in order to verify a package is being transported safely and in compliance with the regulations. At the same time it fulfills the training requirements of 49 CFR, Part 172, Subpart H. This course is targeted towards HAZMAT employees who perform functions related to the transport of hazardous materials (including hazardous waste and radioactive materials), but are not making determinations about the transport of hazardous material. Employees requiring this training are those who package, mark, label, complete documentation, load, unload and transport hazardous materials.
CBT106	Hazardous Materials General Awareness Transportation Training, Instructor Materials	8	50	HAMMER-DOE Nat. Trans. Program	The Instructor CD-ROM version includes the complete course materials to assist instructors in delivering the General Awareness course. It provides a general overview of the hazardous materials transportation regulations.

CFR101	Computer Law Conference	16	615	Law Seminars International	Major course topics include: Washington Update, Update of Copyright Protection of Computer Software, Trade Secret Protection, Software Patents, Distribution, Cyberspace Jurisdictional Issues: Here, There, and Everywhere, Trademark and Domain Name Issues on the Internet, Electronic Publishing, Antitrust Issues in Intellectual Property, Update on Amendments to the Uniform Commercial Code, The Use of Intranets, Nuts and Bolts of IP Contract Negotiations, Independent Service Organizations, The New Era of Patent Litigation, Recent Litigation Strategies in Computer/Software Disputes, The Year 2000 Issue Date Change, Professional Responsibility
CFR102	Institute of Nuclear Materials Management Annual Conference	40	625	Institute of Nuclear Materials	Special sessions have been arranged on safeguards and security, non-proliferation and arms control, international safeguards, waste management, packaging and transportation, spent fuel, information surety, inspections, containment and surveillance, measurement technology, nuclear processing, and physical protection. Quad- and quint-current sessions will be held.
CFR103	Blacks in Government-BIG Conference	40	305	National Organization of Black	Public servants are being challenged to re-invent government, to do more with less, to provide top quality service to meet the emerging demands of a diverse society. Good government begins and ends with you--the public employee. For most citizens, it is you who determines the quality of service they receive and hence their perception of the quality of their government. Participation in this conference will insure that you bring to that relationship a greater understanding, compassion, and competence.
CFR105	Federally Employed Women National Annual Training Program and Workshops	40	775	Federally Employed Women	Topics covered include: Leadership Skills for the Executive Woman, Thriving in Diversity "A" Seminar for People Wanting Success in a Multicultural Workplace, Role of the Special Emphasis Program Manager; Management: Part 1 - The Science of Taking Charge of Your Own Career, Developing Leadership Skills: Exerting Influence, Improving Morale & Productivity Through Total Quality Leadership, Sexual Harassment: The Case, The Cause, The Cure, Current EEO Issues & Title VII Update, The Woman Manager, Executive Career Climbers, 360 Degree Empowerment, Managing People Through Change, Woman Working With Women, Power of Interactive Leadership, What Makes Men Tick?, Success: Yes!!!

CFR110	Technology Partnering 1998: A New World of Opportunity	32	350	Technology Partnering 1998	Training sessions include: Basic of DOE Technology Transfer, Terminology, Types of Agreements, etc., Intellectual Property Primer, Basics of Patents, Copyrights, and Trademarks, Technology Evaluation, Marketing and Licensing
CFR111	National Conference on Federal Quality and President's Quality Award Ceremony	24	650	National Quality Conference	This conference addresses the cutting edge of quality principles, tools, ideas, practices and programs organizations are using to respond to administrative initiatives to improve government. This conference is your opportunity to explore experience first hand, today's best practices and bridge to tomorrow's future trends. It creates opportunities for dialogue with some of the finest leaders and experts in the field of leadership, quality and continuous improvement, and managing transformation and change to help solve critical problems facing organizations.
CFR115	Executive Retreat, The	40	750	Life Education	Learn how to manage people more effectively.
CFR118	Health Physics Society Annual Topical Meeting	40	415	HealthPhysics Society	Current topics in Health Physics are covered.
CFR121	American Nuclear Society Topical Meeting	40	360	American Nuclear Society	Conference provides a forum to present and discuss various topics in engineering and environmental safety.
CFR122	Office Professional's Conference	8	20	Doe-RI	Topics covered include: Business Writing/Communication, Professionalism, Leadership, Ethics, Marketing
CFR124	American Occupational Health Conference	20	180	American Occupational Health A	The conference provides the opportunity to: Enhance professional competence through state-of-the-art educational programs, Facilitate collaboration through networking with professional colleagues in similar practice arenas and graphical areas, Highlight current research studies on which future foundations in occupational health nursing will be built.
CFR126	ASAP Westerns Regional Training Conference	24	465	American Society of Access Pro	Conference topics include: FOIA overview and exemptions, Privacy Act overview and exemptions, Records Management, Litigation Cases, Investigative Records, and Personnel Records.

CFR129	Leadership Symposium, Franklin Covey 1997 International	24	475	Covey Leadership Center	Featured speakers facilitate various workshops on: Franklin Covey Facilitation Workshop Principle-Centered Leadership Facilitation Workshop Franklin Covey International Conference First Things First Facilitation Workshop Covey Leadership Week Getting to Synergy, Building Trust, The Power of Understanding The 7 Habits of Highly Effective Families The Governing Law of Enterprise The Common Denominator of Truly Effective Leaders throughout Time Create in Every Moment the World You Want to Create Forever
CFR133	Western Forest and Conservation Nursery Association Conference	24	160	Lucky Peak Nursery	Focus Topics include: Propagating Native Plants for Forest Fire Rehabilitation, Forest Health, and Stream bank Revegetation Projects, Seed Considerations in Native Plant Propagation, Recent Developments in Native Plant Propagation New Nursery Equipment, Nursery Updates, Nursery Projects From Around the World
CFR139	Waste Management Conference	40	595	WM Symposia, Inc	Conference workshops include: How Clean is Clean?, WERC Continuing Education Courses, Intersite Waste Transfers, Utility Roundtable, Teacher's workshop
CFR142	American Institute of Chemical Engineers Topical Meeting	40	0	American Institute of Chemical	Topics include: Loss Prevention, Ethylene Production, Refining Processes, Petroleum Phase Behavior and Fouling, Environmental Risk, Industrial Heat Exchange, Process Systems Engineering, Polymer Producers, Chemical Engineering in Environmental Management Systems, and Distillation.
CFR144	International Pump Users Symposium and Short Course	32	675	Texas A&M University	The meeting is organized by users for pump users. Discussions include: Centrifugal Pump Operations, Maintenance, and Reliability, Mechanical Seals, Bearings and Lubrication, Couplings, Alignment, Pipestream Nozzle Loading, Vertical Pumps and Solutions, Pump Vibration Monitoring and Analysis, Seamless Pumps, Pipeline Applications, Positive Displacement Pumps - Maintenance, Operation, Reliability, Pump Support on the Internet, and Improving Mean Time
CFR145	Performance Management Conference, Annual	24	450	Graduate School, USDA	Conference topics include: Employee Performance and The Results Act, Ratings: Multi-Level and 2-Level, Evaluating Performance Management Programs, A Focus on Customer Service, 360-Degree Assessment, Rewarding Results, Managing Team Performance
CFR146	Ecological, Community and Occupational Health Issues at Hanford	16	25	University of Washington	The purpose of this first annual conference is to provide a forum for Hanford Stakeholders and Indian Nations to discuss the status of ecological, community and occupational health on the Hanford site and review recent related data.

CFR147	SOELR (Symposium on Employee and Labor Relations)	32	675	US Office of Personnel Managem	Breakout topics include: New developments in employee relations, Reasonable accommodations/burdens of proof, Adverse actions/selected topics, Strategic labor relations, Workplace violence, Taking action based on use of abuse of leave, Measuring labor relations program effectiveness, Sexual harassment, Reduction in force/downsizing, Performance management, Investigations, Alternative Dispute Resolution, Intercultural mediation, Stress management Preparing cases for arbitration, Managing today through telecommuting, Interest--based grievance mediation, Unfair labor practices procedures, Suitability and security clearances
CFR148	Reengineering with PeopleSoft	16	2200	HAMMER and Company, Inc.	Course topics include: People, Processes, and Software: From Tension to Integration, Enterprise Software Implementation: The Keys to Success, Making Change Happen, Institutionalizing Flexibility, Permanent Processes for Temp Workers, Reengineering Goes to School, Reengineering on the Silver Screen, Reinventing Human Resources, Fitting the Software to the Process and Vice Versa
CFR149	Strategies for a Changing Workforce	24	865	International Foundation of Em	Course topics include: What impact are major trends having on the human resource and benefit function?, How is the role of the compensation and benefit professional changing?, How can compensation and benefit structures be reshaped to respond to organizational and cultural shifts?, What strategic, proactive measures can be taken to adapt to the new environment?
CFR150	DOE Computer Security Group Training Conference	32	0	Doe	The program will offer comprehensive reports from the DOE Headquarters Offices of Information Management and Safeguards and Security.
CFR151	Post Earthquake Safety Evaluation of Buildings	8	140	American Institute of Architec	This course covers the basic principles of structural evaluation after an earthquake, using the Applied Technology Council (ATC) methodology. This program will cover evaluation procedures and structural basics for wood frame, masonry and concrete structures. Geotechnical hazards and field safety will be highlighted with slides from the Kobe, Japan earthquake.
CFR152	ARMA - Association of Records Management Conference	8	215	Arma	Legal issues concerning imaging, electronic signatures and signature substitutes, and paperless reporting will be among the topics, with an emphasis on regulatory trends and recent issues.

CFR155	Community Design and Planning - Expanding Definitions and Professional Roles	8	140	American Institute of Architect	Through case studies and discussion, you will examine the history of American community design and planning and consider future opportunities for professional involvement in the creation of desirable communities. You'll gain awareness and understanding of an expanded definition and use of concepts of health, safety and welfare as applied to community design and planning.
CFR157	Federally Employed Women National Annual Training Program and Workshops	32	575	Federally Employed Women	Topics covered include: Leadership Skills for the Executive Woman, Thriving in Diversity "A" Seminar for People Wanting Success in a Multicultural Workplace, Role of the Special Emphasis Program Manager; Management: Part 1--The Science; Take Charge of Your Own Career, Developing Leadership Skills: Exerting Influence, Improving Morale & Productivity Through Total Quality Leadership, Sexual Harassment: The Case, The Cause, The Cure, Current EEO Issues & Title VII Update
CFR158	Federally Employed Women National Annual Training Program	24	375	Federally Employed Women	Topics covered include: Leadership Skills for the Executive Woman, Thriving in Diversity "A" Seminar for People Wanting Success in a Multicultural Workplace, Role of the Special Emphasis Program Manager; Management: Part 1--The Science of Taking Charge of Your Own Career, Developing Leadership Skills: Exerting Influence, Improving Morale & Productivity Through Total Quality Leadership, Sexual Harassment: The Case, The Cause, The Cure, Current EEO Issues & Title VII Update, The Woman Manager
CFR160	Covey Leadership Symposium	40	890	Covey Leadership Center	Topics covered include: Leading Indicators: Getting Results Through 360 degree Stakeholder Information, How Principle-Centered Leaders Survive and Thrive, Building the Foundation for Self-Directed Work Teams, The Heart of the Building Individuals as a foundation for An Effective Organization, Producing Significant Business Results, Preview: New Seven Habits of Highly Effective People Video-Based Course, Preview: New Principle-Centered Leadership Video-Assisted Course, Preview: First Things First Course.
CFR161	National Property Management Association (NPMA) Seminar	40	0	National Property Management A	Information on General Personal Property Management issues. Areas specifically covered with a general overview content were: Disposal of Hazardous waste with an introduction to shipping symbols; Basic elements of a disaster recovery changes to the Federal Acquisition Regulation Subpart 45; and Outsourcing of Property Inventory.
CFR162	National Technical Career Conference	38	0	Society of Hispanic Profession	This conference provides exposure to various technical and diversity oriented workshops for further professional development.

CFR163	Pacific Coast Labor & Employment Law Conference	16	320	Cont. Legal Education WA Law S	This conference addresses the most current issues through nationally recognized faculty. This year, you will be able to: Piece together the employee leave puzzle, explore the evolution and future of the Americans with Disabilities Act, witness a mock trial including jury deliberations, listen to nationally recognized experts from labor, management and government discuss recent developments at the NLRB, Learn how to avoid a legal quagmire when dealing with issues presented by a contingent workforce, view mediation from all sides of the table.
CFR164	Federal Acquisition Regulation - Part 15 Rewrite	8	185	National Contract Management A	Complete overview of the FAR, Part 15 Rewrite
CFR165	Federal Dispute Resolution Conference	40	795	ADR, Inc	Topics covered include Mediation of an EEO Dispute, A Critical Look at the EEO Process, Innovative Investigative Techniques, Legislative Update, Finding and Using Neutrals, Complex Litigation Strategies, Evaluating ADR Programs, ADA: Succeeded?, Grievance Mediation, Practitioner as Design Consultant, Compensatory Damages, Preparing a Successful Mediation, and The New ADR Act.
CFR166	AICPA National Governmental Accounting & Auditing Update Conference	18	600	American Institute of Certifed	Topics covered include financial management improvement: looking back and looking forward, auditing standards board update, GASB's proposed changes: evolutionary or revolutionary, OMB update, the DC Control Board: facing the changes of financial crisis, costing government services, attestation standards update, developing a practice in government auditing, FASAB update on federal financial reporting models, internal control-revisions to SAS 55, financial statement audits of federal agencies, instilling TQM principles in an audit organization, adventures in audit quality: how the Joint Ethics Enforcement Program (JEEP) Works, investigating fraud and abuse in federal programs, Government Performance and Results Act (GPRA) Update, and pension accounting and auditing issues.
CFR167	Data Warehouse/EIS User Conference	16	995	Pilot Software	Topics covered include Intro To Pilot Desktop, Pilot Designer Using Command Center Plus, What's New In Pilot Designer, What's New In Pilot Analysis Server, Intro To Pilot Designer, and Intro To Pilot Analysis Server Using Model Builder.
CFR168	Prevailing Wage Conference	20	85	U.S. Department of Labor	Topics covered include: Service Contract Act Training, Davis Bacon Related Acts Training, Update on current contract activity

CFR169	JFMIP Annual Financial Management Conference	8	100	Graduate School, USDA	Topics covered include: Audited Federal Financial Statements: Status Report and Lessons Learned, Going Electronic for the 21st Century, Getting Our Most Valuable Resources Ready for the 21st Century, Managerial Cost Accounting - Doing it Right, Are Agencies on Target with the Implementation of the Results Act?, Y2K: A Myth or Reality, Solving the Mystery
CFR170	Hazardous Waste Law & Management Conference	16	375	Washington Athletic Club	Topics covered include: How Environmental Values Influence Hazardous Waste Management, The Economic & Environmental Benefits of Corporate Environmental Management Systems, The Future of Business Siting, Contaminated Sediments: Management Strategies, Site-Specific Risk Assessment and Risk-Based Corrective Action: are These Cleanup Approaches Worth the Cost?, The Resource Conservation & Recovery Act: State and Federal Directions, Blinded Me with Science: Technical Issues in Cleanup and Liability Strategies, Completing the Cleanup of Washington State: Refining the Model Toxins Control Act, The Role of Citizen Suits in Enforcing Hazardous Waste Laws
CFR171	AISES Professional Training Workshop	16	375	AISES-C/O Concepts Meeting & T	Topics covered include: Environmental Ethics, Traditional Knowledge and Science, Strategic Success: Mastering Your Career
CFR172	People Soft Designer's/User's Conference	46	900	People Soft	This conference provides instruction on People Soft software design and implementation.
CFR173	National ISO 14000 and Environmental Standards Integration Conference	24	545	Asqc	ISO 14000 is a series of standards on environmental management tools and systems. Learn how to deal with a company's system for managing its day-to-day operations as they have an impact on the environment.
CFR174	American Industrial Hygiene Conference and Exposition	48	320	American Industrial Hygiene A	Topics covered include: Occupational Safety and Health Management Systems, What Makes a Good Performance Metric: Defining the Criteria, Performance Management Using Financial Variables, Management System Implementation, System Evaluation and Measurement, Evaluation Tools and Instrument Development, Public Policy Issues: Developing Domestic and International OHS Management, System Standards, and Public Policy Issues: Conformity Assessment and Third-Party Certification.
CFR175	National Women's History Leadership Conference	5	50	American Business Women's Asso	Topics covered include: Reflections: The Power of Feminine Spirit, Business Computers for Professional Women, Resume Writing & Cover Letters, Leadership & Mentoring, Entrepreneurship -It Takes More Than A License

CFR177	ADMINISTRATIVE ASSISTANTS CONFERENCE	8	149	SkillPath	Conference topics include: Winning Respect and Credibility, Interpersonal Communication Skills - your secret weapon, Dealing with Change, Everyday Negotiation Skills, Staying in Sync with Your Boss, Peak Achievement Strategies, and Overcoming the Stress of Your High-Demand Job and Life.
CFR178	AMERICAN COMPENSATION ASSOCIATION INTERNATIONAL CONFERENCE AND EXPOSITION	28	995	American Compensation Associat	Course topics include: rewards and recognition, benefits, executive compensation, and international issues.
CFR179	NativePlants as Minor Crops Conference	16	100	WSU-TC Professional Developmen	Topics covered include: Horticulture Industry Native Plant Revegetation, Steppe in Time, Native Plants of the Northern Prairie, Restoration Ecology of Prairie Lands, Green Garden Endeavor, Huckleberry Education Project: Culture Meets Sci-Price's Pine, Native Plant Seed Collection in the Northern Blue Mountains
CFR180	Performance-Based Management Special Interest Group Meeting	21	60	Orise	Topics covered include: Moving From Measurement to Management in the Department of Energy, Performance-Based Management: Facts and Myths, Benchmarking: Stealing Shamelessly, Benchmarking Performance Measures: The NPR Study, Performance Management, For a Nuclear Medicine Research Firm, Looking at Performance-Based Management at Other Governmental Agencies
CFR181	American Society of Safety Engineers Conference (ASSE)	56	945	American Society of Safety Eng	Through course instruction and participant interaction this course will give the participant new ideas to take back to their facility and assist them in contributing to their process safety program. They will learn the increasing important key elements such as Hazards Assessment and Analysis as they relate to OSHA, EPA, and neighboring communities.
CFR182	Pacific Northwest Environmental Law and Management Conference	16	250	Northwestern School of Law of	Major course topics include: State and Federal Environmental Agency Perspectives, Enforcement Issues, Growth Management, Water and Agricultural Industry Issues, Green Permits and Project XL, RCRA/CERCLA, Risk Management, The Changing Power Industry, Case Law Update.
CFR183	PeopleSoft User's Conference	40	1100	PeopleSoft, Inc.	Topics covered include: General Interest Sessions, PeopleSoft HRMS Sessions, PeopleSoft Financial Sessions, PeopleSoft Distribution/Manufacturing Sessions, PeopleTools and Technology Sessions

CFR184	Pollution Prevention Conference	24	195	Department of Energy - RL	Training topics covered include: The Natural Step - create and promote a shared framework for understanding and solving environmental problems, Using Activity-Based Costing in the Environment, Health and Safety Function, Adding Value through Environmental Management Systems (EMS)
CFR185	Emergency Management Issues	32	30	Training Resources and Data Ex	Training workshops include: Integrated Categorization, Classification, and Notification of DOE Events, Hands-On Emergency Response
CFR186	National Fire Protection Association Annual Meeting and Fire Safety Exhibit	40	295	National Fire Protection Assoc	Education Programs include: What Fire Responders Need to Know About Sprinkler and Special Hazard Suppression Systems, Concepts of Performance-Based Fire safety Design, Development of the SFPE Performance-Based Design Guide, NFPA section in Performance-Based Fire Codes, A Fire Marshal's Experience with Performance-Based Fire Safety, Firefighter Fatality Investigation Program at NIOSH, Thermal Performance of Firefighter Protective Clothing, Heat Transfer in Protective Fabrics Under Flash Fire Conditions, Inspection and Retirement of Firefighter Protective Clothing
CFR187	Safety Analysis Workshop	40	200	Lockheed Martin Idaho Technolo	Training and lessons learned sessions include: MELCOR Accident Consequence Code System, Source Term (Detonation/Deflagration Modeling), Technical Safety Requirement Lessons Learned, Probabilistic Risk Assessment
CFR188	Voluntary Protection Program Region X Conference	16	75	Voluntary Protection Program P	Training and lessons learned sessions include: What is VPP? An Introduction to the Basics and the Benefits, Closing the Loop: Tracking Safety Concerns, Safety Leadership for Middle Management, Successful Accident Investigation, Introduction to the Behavior-Based Safety Concept, Ergonomics: The Science of Sustainable Safe Behaviors
CFR189	Mid-Columbia Small Business Conference	16	40	The Maurer Company	Conference covers the Grant-Regulatory and Economic aspects of the 300 Area Revitalization Project.
CFR190	Computer Security Group (CSG) Traning Conference	40	0	American Society for Quality	This conference provides a forum for DOE and DOE contractor personnel to share computer security information and concerns.

CFR191	West Coast Theoretical Chemistry Conference	23	120	PNNL	The meeting is designed to allow graduate students and postdoctoral associates to give oral and posters presentations providing an opportunity to exchange ideas, develop collaborations and interact with other theoretical scientists. In addition to providing students and postdocs a presentation training ground, this meeting allows senior staff and professors the opportunity to interact with students and postdocs that may be interested in future research opportunities in their respective laboratories.
CFR192	Surface Analysis Symposium	24	205	Pnnl	Topics covered include films and surface characterization, environmental spectroscopies at surface, SIMS and ion scattering, environmental materials, oxides films and polymers, and biomaterials.
CFR193	DOE/NRC Nuclear Air Cleaning and Treatment Conference	32	350	Harvard University	Topics covered include: Filters and Filter Testing, Nuclear Codes and Standards, ASME Code on Nuclear Air and Gas Treatment, Sampling and Testing, Absorbers and Adsorbents, HAVC Systems for Control Rooms and Other Nuclear Facilities, Waste Processing Air Cleaning
CFR194	American Chemical Society Northwest Regional Meeting	24	95	Pnnl	Topics covered include: Chemical Education with Materials Science Emphasis, Molecular Modeling and Simulation, Separation Science and Technology, Recent Advanced in NMR Spectroscopy, Analysis of Components in Complex Matrices, Function, Form and Behavior: Materials Design, Agricultural Chemistry, General Technical/Poster Sessions
CFR195	International Conference and Workshop on Reliability and Risk Management	32	795	Premier Resources, Inc.	Topics covered include: Risk Based Inspection/Reliability Based Maintenance, Techniques for Enhancing Process Safety and Systems Reliability, Corporate Perspective on Process Safety Management: Are We Getting Our Money's worth The Business Case for Reliability & Risk Management Incident Investigation Training, Teaching PS to Mechanical Engineers, Process Safety Management Tools
CFR196	Annual Financial Management Conference	22	0	Doe-Hq	Course topics include: Functional Cost Reporting, Executive Information System Future Direction and Demonstration, Status of CHRIS and Implementation of PeopleSoft, Succession Planning and Management Implementation Plan, Business Management Information Systems, Personal Property Pilot Program

CFR197	Year End Closing Seminar	8	235	Center for Applied Financial M	Course topics include: Fundamentals of Financial Reporting, Updates and Changes in Reporting Requirements, SF133 Report on Budget Execution, Form and Content Statements, Year-End Procedures for Goals, SF 2108 Year-End Closing Statement, FACTS, Report of Receivables Due from the Public, SGL Closing/Pre-Closing Entries
CFR198	American Society for Industrial Security (ASIS) Annual Seminar	36	690	Asis	This seminar provides more than 140 educational sessions on the latest techniques, tools and expertise available for the protection of people, property, and information. Sessions involve all areas of industrial security to include security education, security management, trends in risk assessment, and protection of classified.
CFR199	Indian Law Symposium	16	299	University of Washington Schoo	This symposium provides a review and legal analysis of recent developments in laws which directly and indirectly impact interests of Native American tribes in the western United States. The format is a series of lectures by subject matter experts followed by question and answer sessions.
CFR200	Quality Conference - Lessons From Leaders & Practitioners	24	895	Goal/Qpc	Lessons from thought leaders and practitioners will be presented.
CFR201	Employment Law Conference, Advanced Certificate in	20	1150	Institute for Applied Manageme	This conference covers up-to-the minute information on significant employment law developments, including the Supreme Court recent rulings on sexual harassment.
CFR202	Employee Benefits Law Conference, Advanced Certificate in	20	1150	Institute for Applied Manageme	This conference is designed to provide you senior level updates on the full spectrum of key subjects comprising and impacting employee benefits today. Included are analyses of the latest ERISA and IRS requirements, the status of major Federal non-discrimination laws, the newest federal rules on health plans, COBRA matters, new developments in benefit related litigation, and the latest on how enforcement agencies are operating.
CFR203	Crane Conference	24	895	Crane Inspection Certification	Topics to be covered include: power line safety, accident investigation, accident case histories, crane safety devices, overhead crane maintenance, wire rope, rigging practices, operator certification, and personnel training.
CFR204	Spectrum '98, International Conference on Decommissioning and Decontamination	40	540	American Nuclear Society	Topics covered include: Environmental Remediation Technology, Mixed-Waste Treatment Programs and Experience, New Management Initiatives in the DOE Complex, Characterization of Soils/Groundwater Contamination, Subsurface Barriers for Treatment and Containment, Waste Vitrification Systems and Techniques, and Radiation Measurement and Release Criteria.

CFR205	SPIDR Annual International Conference	24	505	Society of Professionals in Di	Conference will provide participants with a forum to examine how dispute resolution and dispute resolvers are working to develop livable communities and a civil society. Discussions will be held on how power relationships are changing law politics and people at all levels are using the tools and principles of dispute result ion to improve workplaces.
CFR206	Oregon and Washington Tax Seminar	8	125	Institute for Professionals in	Seminar topics include: Property Tax in Oregon and Washington, Electronic Filing, Audit, Appeals Process, Policy, Revenues vs. Expenditures
CFR207	Administrative Assistants and Executive Secretaries Annual Seminar	32	1195	PA Douglas & Associates, Inc.	Topics covered include: The Assistant in an Environment of Change, Making Relationships Work for You, Power Communication Skills for Women, Developing Positive Self-Esteem, Working with People, Improving Memory and Concentration, Achieving Personal Excellence, New Organizational Skills for the Aggressive '90s, Reducing Stress and It's Effects.
CFR208	Federal Facilities Compliance Act Task Force Meeting	16	30	Tbd	Issues to be discussed include: low-level and mixed low-level waste disposal decisions, DOE's budget, EM integration efforts, and issues related to the external regulation of the Department.
CFR210	Institute of Management Accountants (IMA) Meeting	1	0	Institute of Management Accoun	Topics covered include corporate financial management, cost accounting, cash management, controllership, strategic planning, corporate and personal taxes, information systems/computers, employee benefits, and profiles of companies and their financial executes.
CFR211	Financial Systems Seminar	8	175	Tri-Cities WA Chapter Institut	Topics covered include Reengineering Business Processes, P-Card Systems, Business System Implementation at Hanford, People Soft Selection and Implementation, DOE-HQ Financial System Improvements, DOE & PNNL Facility Information Management Systems (FIMS), PNNL & Dyncorp Care Taker Systems, and Weyerhaeuser Financial Systems Development. The Symposium will provide an opportunity for scientists from different disciplines to gather and discuss important questions in cell signaling and the impact of computational science on the important area of molecular biology. This annual conference is a vehicle for chemists and physicists to gain insight, share experiences, and develop solutions to problems in an informal setting. The conference will focus on leadership and improving minority representation and career opportunities in the Federal sector. This workshop will provide participants with an introduction to the identification and evaluation of historic landscapes. Issues concerning mini

CFR212	Hanford Symposium on Health and the Environment	16	90	Pnnl	The Symposium will provide an opportunity for scientists from different disciplines to gather and discuss important questions in cell signaling and the impact of computational science on the important area of molecular biology.
CFR213	Conference on Bioassay, Analytical, and Environmental Radiochemistry	48	140	BAER Conference	This annual conference is a vehicle for chemists and physicists to gain insight, share experiences, and develop solutions to problems in an informal setting.
CFR214	National Association of Hispanic Federal Executives Leadership Development Conference	32	395	National Association of Hispan	The conference will focus on leadership and improving minority representation and career opportunities in the Federal sector.
CFR216	Federal Women's Program Workshop	5	0	National Resources Conservatio	The month of March is Women's History Month. The Washington State Federal Women's Program Committee is hosting a one-day workshop in recognition of this celebration. There will be many speakers throughout the day. Agenda: Women Putting our Stamp on America, Federally Employed Women's Inc. Presentation, Women's Increasing impact on America, Making Change Less Stressful, Financial Planning.
CFR217	Labor and Employee Relations Conference	24	695	FPMI Communications	Topics covered include new trends and issues in the workplace, identifying and resolving problems with employees, whistleblower issues, do's and don'ts of settlements, using last chance agreements effectively, compensatory damages, common mistakes in preparing for a hearing, leave administration, pay reform initiatives, how to write an effective charge, beginners guide to representation issues during a reorganization, and what's new in Congress.
CFR218	CONFERENCE FOR MANAGERS AND SUPERVISORS	16	295	Rockhurst College Continuing E	Course topics include: Top 10 Secrets of Today's Most Highly Effective Managers and Supervisors, Overcoming Challenges, Developing your Employees, Success Skills, Leadership Development, and Career Networking.
CFR219	DOE LABORATORY COMPENSATION MANAGERS' CONFERENCE	32	215	Slac	Conference topics: DOE Specific Issues in Compensation, General Compensation Issues and Philosophy, Salary Review Practices, Performance Appraisal, Management and Recognition, Compensation Surveys, and Computer Support and Software Issues.

CFR220	FEDERAL BENEFITS CONFERENCE	32	495	U.S. Office of Personnel Manag	With increased focus on customer service, it becomes increasingly important to everyone to know how their actions with those of others and the effects on their customers. The focus of the conference will include payroll related topics and are providing sessions on interactions between payroll and personnel, new approaches to communicating benefits information. Experts will also examine the interrelationships among the programs administered by the Office of Personnel Mgmt, the Social Security Admin, the Thrift Savings Investment Board, the Office Workers Compensation, and the Department of Defense.
CFR221	NAVY 21 CONFERENCE	16	795	Am Institute of Engs/Society f	Conference topics include: Emerging Mission Needs and Initiative, Next-Generation Platforms, Attack Weapons, Mine Warfare, and C4I and Network-Centric Warfare.
CFR222	1999 ANNUAL SOCIETY FOR AMERICAN ARCHAEOLOGY	40	153	Society for American Archaeolo	The conference will be directed at the Archaeology of the Native Americans and the theory behind Ground Penetrating Radar data, their collection and digital data processing and interpretation.
CFR223	National DOE/Contractors EEO and Diversity Training Seminar	16	40	DOE, Nevada Operations Office	Seminar topics include: Diversity Roadmap: Strategic Pathways and Successful Practices, Personal Liability in Employment and Environmental Decisions, Building Diversity Competency for Managers to Achieve Successful Recruitment, Cross Cultural Communications, Establishing a Diversity Baseline, Recruiting Strategies for the 21st Century, Mediate Don't Litigate, Best Practices in EEO and Diversity, Making the Investment, OFCCP Update, and Developing and Leveraging your Strategic Diversity Initiative.
CFR224	THE TRI-CITIES CONFERENCE FOR WOMEN	8	149	National Business Women's Lead	This career-focused event is designed for women who are looking for challenges and options. New ideas to run with and opportunities to gain that all important competitive edge. To help you make the most of all the conference has to offer, it has been setup in a tracked format. That way, you can tailor your agenda, attending only those sessions that meet your needs and suit your interests. Choose from a menu of terrific sessions including: How to Deal with Difficult People, How to Develop an Effective PowerPoint Presentation, Internet Business Tools, Career Mapping, Managing a Home-Based Business, Microsoft Office Tour, Resolving Conflict and Anger.
CFR225	Radionuclide Migration Conference	44	525	Lawrence Livermore Natioanal L	Conference sessions include: chemistry of actinides and fission products in natural aquatic systems, geochemical interactions and transport phenomena, database development and modeling.

CFR226	Nuclear Criticality Technology Safety Project (NCTSP) Workshop	16	0	Doe-Hq	Topics covered include DNFSB Recommendation 97-2 Response Status and Critical Experiment Programs and LACEF Operation. Code Development, nuclear Data, and Benchmarking are also covered. Session IV is Operations-Dismantlement, Materials Dispositioning, MOX Processing, Disposal, Remediation, Decommissioning, Facility Dispositioning, and Privatization. Session V is Standards and Directives.
CFR227	Child Care Conference	24	180	Gsa	A broad array of topics has been selected to meet the specific needs of center staff and administrators, child care boards of directors, Federal agency representatives and property managers.
CFR228	Tri-Cities Business Day Conference	8	35	The Maurer CO.	Topics include: 30 Ways to Help your Business Thrive in 2000, New Laws and How They Impact Your Buisness, Avoiding the Top 10 Regulatory Violations, Strengthening Your Competitive Edge
CFR229	Kennewick Women's Conference, The	8	149	SkillPath	Topics covered include negotiation skills that move mountains, how to keep your workplace from becoming a battleground, a road map to greater respect and credibility, shifting gears in a changing world, projecting a powerful positive image, how to save time and money by using the Internet, and managing multiple priorities in a hurry up world.
CFR230	International Conference on Systems Engineering	32	525	University of Nevada Las Vegas	Topics covered include Integrating Systems Engineering and Project Management, Planning and Controlling Collaborative Teams, System Validation and Verification, Decision Making and Risk Management, and Systems Engineering: the Process and the People.
CFR231	American Chemical Society Meeting	40	395	Areas of Concentrated Programm	Topics covered include agricultural chemistry, catalysis, chemistry and computers, environmental issues, materials, petrochemicals, pharmaceuticals, medicine and biological chemistry.
CFR232	Occupational Medicine Meeting	32	0	DOE Office of Occ Medicine	This meeting will assess the state of Occupational Medicine at two labs, review some of the new advanced technologies from these two National Laboratories and assess how these could better serve DOE workers and national health concerns. In addition, there will be special presentations on themes of overall importance to worker health protection at DOE such as worker communication, continuous quality improvement and the AAAHC.
CFR233	Institute of Internal Auditors (IIA) Monthly Meeting	1	0	Institute of Internal Auditors	Topics covered include auditing standards, operational and financial auditing, fraud prevention, management, and internal controls.

CFR234	Annual Meeting of the American Public Health Association	40	355	Am Public Health Association	National and international physicians, administrators, educators, epidemiologists, nurses and many other specialists interested in and involved with public health issues attend the largest gathering of public health professionals in the world to participate in a broad range of scientific, technical and non-technical, sessions concerning public health issues facing the 21st century.
COM102	How to Be a Better Communicator	8	99	CareerTrack	Topics covered include how to solve problems and fix mistakes without blaming or accusing, present a different opinion without creating enemies or hard feelings, listen in a way that relaxes people and makes it safe for them to open up to make team meetings more focused and productive, when you're put on the spot: Learn to think on your feet and react smoothly to difficult questions, classic ways to enter and exit an ongoing conversation easily and gracefully, how to use body language that "draws people in" - and creates immediate rapport, and common first impression blunders and how to avoid them
COM103	Communicating for Results	16	265	Graduate School, USDA	Major topics include how to share and exchange information, interpreting verbal and nonverbal feedback, using appropriate repetition, techniques to achieve greater understanding, how to assess your own and other communication styles, overcoming barriers to effective communication, and speaking clearly and concisely to convey specific meaning.
COM107	How to Make Presentations with Confidence and Power	8	199	Fred Pryor	Participants will learn specific steps to overcome the anxiety and fear of speaking to groups, power tips to regain momentum when you've lost your train of thought, simple techniques to gain support when addressing unpopular or unpleasant subjects, how to give impromptu presentations, and how to project credibility and believability in your presentations. You will also learn persuasive, powerful presentation techniques to motivate any size group.
COM115	Communicating with Diplomacy and Tact	16	395	American Management Associatio	Participants will learn how to speak with tact and presence, how to analyze and use what you hear, convey your professional image in writing, and gain dynamic leadership and motivation skills.
COM117	Report Writing	24	365	Graduate School, USDA	Topics covered include getting past writer's block, incorporating research into your report, choosing the right style and tone, organizing your report logically, pinpointing what your reader needs to know, limiting the scope of reports, appropriate punctuation and sentence structure.

COM118	Technical Writing	24	365	Graduate School, USDA	This course focuses on the responsibility the technical writer has to produce specialized, yet understandable documents to a variety of audiences. Good writing is evidence of good thinking. Topics covered include selecting the right reformat, organizing technical material logically, preparing user friendly instructions, using graphics to enhance technical information, demystifying technical subjects, and zeroing in on your reader's needs.
COM119	Resolving Conflict Training	40	995	University of Washington	Concepts and tools for resolving disputes - Strategies for building consensus - Helping parties move beyond positions - One time negotiations - Implementation of agreements - Mediation and negotiation techniques
COM120	How to Develop and Administer a Budget	8	195	Fred Pryor	This seminar will teach you how to build in contingencies and wisely plan for unforeseen circumstances, making your budget a planning tool with maximum flexibility.
COM121	Powerful Presentations: How to Build and Deliver	6	80	Micro Mash	Topics covered include Introduction, Organize the Presentation, Put Substance and Punch into Your Presentation, Visual Aids, Delivery Techniques, and The Question and Answer Session/Group Meetings.
COM122	Communication Skills for Women	8	79	Fred Pryor	Major topics include Communication Mirror: Assessing your Communication Style, Get What You Want, Your Communication "Image", The Key to Effectiveness, Word Power, Managing Anger, Hostility, Conflict, and Negativity, Communicating to Groups, The Two-Way Communicator, and Reaping the Rewards.
COM123	Decision Making for Support Staff	16	265	Graduate School, USDA	This course will help members of the clerical staff use management decision-making tools to deal with problems within their areas of responsibility. Topics covered include Clerical Staff Decisions, Facts and Inference, Results Tables, Specific Problem Solving, Quantitative Decision Making, and Group Decision Making.
COM124	Adaptive Interviewing and Evaluation Seminar	16	395	The STAR Group, LLC	Take the guesswork out of your interviewing. Gather more information than ever before. Know when it's truthful, when it's not. Get the truth when it's not. This course provides the latest cutting edge breakthroughs in the fields of psychology and communication, including significant recent advances in the areas of rapport building, verbal analysis, role playing, neurolinguistics, active listening, and cultural diversity. It also provides powerful elements of the cognitive interviewing technique and covers report writing and documentation.

COM127	Management Problems of the Technical Person in a Leadership Role	8	195	Tbd	This seminar was designed specifically to assist you in making your transition from specialist to generalist, and to be more comfortable with your transition. This course will help you identify and conquer the 4 critical work levels which successful managers and supervisors must pass. You will also learn how to deal successfully with political strategies used by others, learn how to avoid the danger of falling into a 'we vs. them' way of thinking, break the bad habit of 'I can it better and faster myself', prepare solutions to the most common problems encountered by new and experienced technical managers, and utilize better techniques to becoming a better delegator.
COM128	Business Writing, Fundamentals of	24	365	Graduate School,USDA	Learn fundamental writing techniques while practicing the skills that will make writing easier for you. Topics covered include spotting common writing errors, using outlines to organize your thoughts, writing clearly and concisely, combine ideas into effective sentences, and fundamental writing concepts.
COM129	Interpersonal Communications	16	265	Graduate School, USDA	This course will teach participants how to develop their interpersonal skills to better communicate knowledge to others. Topics covered include competencies for resolving conflict, using tact and diplomacy in the workplace, proven technique for negotiating effectively in difficult situations, and tips for working harmoniously and productively with others.
COM132	Communicating Assertively On The Job: Part I	16	295	WSU-TC Professional Developmen	Topics covered include: -Differentiating Assertive and Non-Assertive Behaviors - Recognizing Situational Non-Assertion - Saying No Comfortably -Handling Anger -Dealing with Manipulation -Focusing on Results -Giving/Receiving Compliments and Criticisms -Remaining Non-Defensive -Attacking Problems not People -Expressing Strong Feelings Tactfully -Shifting from Habitual Reaction to Assertive Action -Being a Collaborative (Win-Win) Problem-Solver -Contracting for Positive Outcomes - Dealing with Non-negotiators -Improving Assertive Behaviors Through the Use of Covert Assertion Techniques

COM133	Communicating Assertively On The Job: Part II	16	295	WSU-TC Professional Developmen	This is a continuation of Communicating Assertively on the Job Part I. In this workshop the focus will be on the development of skills to identify and use the right assertive techniques for each situation. There will be a more in-depth analysis of the factors contributing to each participant's situational non-assertion. The specific techniques of covert assertion will be explored more extensively. Classroom practice and feedback will enhance participant's assertion success. There will be a special emphasis on the techniques of broken record, fogging, and on how to deal with non-negotiators.
COM135	Building Effective Work & Interpersonal Relationships	8	205	WSU-TC Professional Developmen	How to be more effective in interpersonal and work relationships is the focus of this one-day course. The workshop involves relationship awareness training and the use of the Strength Deployment Inventory.
COM138	Effective Presentations	16	375	WSU-TC Professional Developmen	This course explores fruitful approaches for making presentations more comfortably, convincingly, and confidently. Methods will be used to move beyond presentation disease to effective ways of getting ideas across to others. Learning processes will include practice presentations, mini-lectures, exercises, and both video and group feedback.
COM139	Power Presenting with Public Speaking Skills: Level I	16	895	WSU-TC Professional Developmen	Learn how to sharpen your communication skills by quickly and easily discovering how to: get action, overcome nervousness, respond to crisis situations, project confidence, streamline your message and avoid being too technical.
COM140	Electronic Presentations Seminar	8	150	Fluor Daniel Hanford/GENIGRAPH	Learn tips, tricks, and techniques on using your In Focus multimedia projection system to create high impact electronic presentations.
COM142	Communication Skills Workshop	16	100	Fluor Daniel Hanford/Hanford N	Major course topics include the basics of communication, tools for resolving communication problems, developing oral and listening skills, improving writing and reading skills, effectiveness in meetings and presentations, communicating actively with employees, and communicating in your organization.
COM143	How to Become a Great Communicator	8	89	Fred Pryor	Discover how to decipher the code of your company's corporate culture. Learn how people respond to you. Learn exactly what makes people act and react the way they do. Learn the 15 most important interpersonal skills. Learn the five deadly 'career stoppers' that can put the brakes on your goals ambitions. Learn how to react to a personal attack or insult . . . without 'backing down' or letting your self-esteem slip.

COM147	Editing Your Own or Another's Writing	16	280	WSU-TC Professional Development	An effective editor needs skill, patience and tact. Whether you are editing your own or someone else's writing, you need to rearrange sentences and paragraphs, remove excess words and phrases and correct errors. Your job is to produce a finished piece of writing and, if possible, avoid making a lifelong enemy of the writer.
COM153	Professional Proofreading	16	257	WSU-TC Professional Development	This course is designed to concentrate on developing a systematic approach with consistent, proven proofreading techniques. The result will be improved proofreading skills, greater accuracy, and more pride in the product.
COM155	Briefing Techniques	24	385	Graduate School, USDA	Topics covered include how to organize a briefing logically, selecting appropriate materials and platform techniques for your presentation, handling hostile or negative questions, managing a question and answer period, and supplementing your briefing with visual aids.
COM157	Writing Minutes and Meeting Notes	8	165	WSU-TC Professional Development	In this workshop, you'll discover how to condense meeting hours to minutes. Topics will include preparing to take notes, gathering and organizing the raw material, writing clearly and concisely, formatting the final draft, and indexing minutes for quick recovery. With guidance from the instructor, you will think through and create your own unique tools for these tasks. This will be a workshop so bring a sharp pencil and a writing pad.
COM158	Writing Policies, Procedures, and Tasks	16	270	WSU-TC Professional Development	This course will show participants why most policy manuals defy reading and distinguish the three main types of written guidance. Students will learn how to write a policy in "Headline" Format, how to write a procedure in "Playscript" Format, and how to write a task outline in parallel "Cookbook" Format. Learn how to adopt a workable numbering system and learn practical tips for manual writers.
COM159	Rapid Briefhand Writing	32	362	WSU-TC Professional Development	You will gain the knowledge of the basics of rapid writing that you can polish and use for the rest of your life--at home, on the job, and on the run.
COM160	Report Writing	16	255	WSU-TC Professional Development	Writing clear, concise reports that tell readers exactly what they need to know requires good writing skills and lots of practice. This workshop will help you to develop those skills. You will discover ways to improve your writing as how to organize and draft professional looking and well-organized documents.
COM161	Effective Communication with Customers	16	265	Graduate School, USDA	Topics covered include: how effective communication leads to quality service, creating stronger relationships with others by recognizing their needs, developing flexibility to handle requests, problems and complaints, spotting important verbal and nonverbal cues, and enhanced listening skills.

COM166	Clear Writing Through Critical Thinking	24	365	Graduate School, USDA	This workshop explores the connection between good writing and clear thinking. You will learn how to develop your ideas using a logical framework. You will also learn improved reasoning skills that help you organize your information, anticipate questions, and draw sound conclusions. The workshop will teach techniques for conveying information effectively and how to build problem solving techniques into a critical pattern of thinking.
COM168	Risk Communication: Strategies and Implementation	24	795	Shipley Environmental	Participants will learn to explore the full process of public involvement, from developing a strategy, to standing before an audience, to responding in writing.
COM170	High-Impact Communication Skills for Women	8	99	CareerTrack	High-Impact Communication Skills For Women is designed to help you develop a more confident, persuasive communication style. It teaches communication techniques used by today's most powerful women-techniques you can use to gain cooperation and support from all the people in your life.
COM172	Technical Writing for NEPA Specialists	24	795	Shipley Environmental	Participants will learn team roles and responsibilities as well as how to plan, write, and edit high-quality documents (EISs, EAs, technical background analyses, hydrological surveys, wildlife studies, and archeological surveys).
COM173	Technical Writing	16	198	WSU-TC Professional Development	You will learn how to describe scientific and technical information. You will learn how to organize thoughts, sentences, and paragraphs. This course will show you how to write technical proposals and write scientific papers and laboratory reports. Drafting, revising, revising, revising, and polishing will also be covered. Learn how to avoid pitfalls, mistakes, and bad habits. Then learn how to add finishing touches of style and elegance.
COM175	Presenting Data and Information	8	360	Graphics Press	Course topics include: fundamental strategies of information design, color and information, statistical data: tables, graphics, and semi-graphics, business, scientific, research, and financial presentations, complexity and clarity, effective presentations: on paper and in person, use of video, overheads, computers, and handouts, multi-media, internet, and WWW screens, courtroom exhibits, design of information displays in public spaces, animation and scientific visualizations, and design of computer interfaces and manuals.

COM177	Effective Negotiating (Tuition Prorated)	16	439	Karass	Effective Negotiating is an intensive two-day workshop. It arms attendees with all the strategies, tactics, techniques and psychological insights that give them more control over the negotiation process. Attendees absorb the material through extensive live discussions. Then they practice and perfect these skills in several one-on-one and group negotiating exercises.
COM182	Managing Working Relationships: The Social Styles series by Wilson Learning	16	499	WSU-TC Professional Developmen	Topics covered include dimensions of social styles, versatility and social style, building on social style differences and managing styles in conflict.
COM185	EFFECTIVE BUSINESS WRITING WORKSHOP	16	210	WSU-TC Professional Developmen	This workshop combines presentation of writing techniques and guidelines with hands-on practice. Sample sentences and paragraphs from actual business correspondence are used to demonstrate each technique and allow the student to apply what they have just learned. The workshop focuses on techniques and guidelines that can be applied to any form of business writing: letters, memos, reports, contracts, or electronic messages. The workshop is presented in a small group setting where practical application and interaction among the participants are emphasized. This setting supports the theory that people learn best by hearing, seeing, and doing.
COM189	Business Writing For Results	8	195	Fred Pryor Seminars	You will acquire the basics of organizing your words and shaping your thoughts on paper. This seminar doesn't teach a bunch of stuffy grammatical rules that are complicated and hard to remember.
COM191	Competency Based Interviewing	8	295	Psych. Consultants To Mgt.	This course provides you with a proven method to evaluate, compare, and consistently measure the capabilities of candidates. It helps you eliminate the problems of bias, prejudice, and stereotyping. It also helps you base interviews on job-related competencies, not intuition or initial impressions.
COM193	Power Communication Breakthrough	24	695	Rapport Institute	Participants will gain the experience and know how to communicate by learning neurolinguistic skills. They will learn the three major communication styles: auditory, visual, and kinesthetic.
COM195	Collaborative Negotiations Overview	8	200	Qtrc	Participants will acquire theory and skills for practical applications in the prevention, management, and resolution of conflict through informal and formal utilization of negotiation processes, strategies, and tactics in diverse areas of conflict.
COM199	Crossover: The Advanced Personal Effectiveness Seminar	40	595	Wings Enterprises, Inc.	You will learn how to increase productivity, interact with people and respond to their needs, increase commitment in career and personal life, increase willingness to assume responsibility and accountability, and enhance awareness of teamwork cooperation. You will also learn how to diminish worry, fear, anxiety and stress. PREREQUISITE: None

COM203	Presentation Skills: Making Your Point (Tuition Prorated)	16	563	Joe Schubert	This workshop teaches a simple method for organizing clear and concise presentations. More and more presenters today realize that achieving organizational goals depends, in large measure, on a person's ability to persuasively defend valrograms and dollars. The focus of the training is on crafting effective persuasive presentations where the goal is to convince an audience to think, do, or feel something that the speaker believes is important to organizational success. By exploring the persuasive presentation model, workshop participants discover that their informational presentations can also achieve greater clarity and focus, two features most audiences expect in a presentation, but rarely experience.
COM204	Presentation Skills Workshop Follow-up	8	0	Boylan Enterprises, Inc.	This is a one-day Progress Workshop at your company three months after the initial workshop. The group assesses progress, defines improvements and areas for further work. The agenda is developed for specific needs plus new material is . Each participant gives three (3) video-taped presentations.
COM205	How To Communicate With Confidence, Clarity, and Credibility	8	79	National Seminars Group	Topics covered include your confidential "power communication" profile, how to manage the power of the image you communicate, how to confidently deal with difficult people and tough situations, and how to make a powerful impact at meetings and presentations. You will learn to motivate, influence and gain enthusiastic support. You will learn communication skills that signal you are to be taken seriously and how to be a good listener.
COM210	Crisis Communications Workshop	24	400	Nuclear Energy Institute	Topics covered include: -Survival Techniques for Rightsizing, Downsizing, Reorganizing, etc. -Crisis Communications: Human Radiation Experiments and the Public -Public Information Response Plan (PIRT) - Power Play- An Action/Reaction Table and Exercise -Shutdown at Salem - Christmas Day 1993 at the Fermi Plant.
COM212	How to Fill Out SF-1 and Get the Products You Need	8	110	U.S. Government Printing Office	This hands-on session emphasizes the need to communicate clearly and completely. It addresses how to deal with unusual requirements and get the products you need. It is intended to help solve some of the communication problems that ain ordering printing.
COM213	Tricks of the Trade in Technical Writing	16	259	WSU-TC Professional Development	Have you ever wondered what tricks professional technical writers use to stay ahead of the game when writing reports, memos, letters, e-mail, and directives? This workshop will help you join the ranks of growing business, industry and government technical writers who want to write effectively and move on to the next task.

COM215	Proofreading	20	120	National Independent Study Cen	This course teaches students the standard proofreaders' marks and how to use those marks to note location of errors in typed copy. The course covers standard rules in areas that cause errors in the written work and makes the students of common mistakes.
COM219	Personal Effectiveness Seminar, The	48	495	Wings Seminars	Seminar topics include: Behaviors that Create Success, How to Understand Your Feelings, Thought Patterns, Judgements, and Interpretations of Life's Events, How to Create the Life Experiences You Want, How to Communicate Clearly and Effectively with Others, How to Understand Your Core Beliefs and How They Shape Your Relationships, How to Feel in Charge of the Events in Your Life, and How to Handle Your Reaction to the Events You Cannot Control.
COM220	Information Architecture Workshop	24	0	Cost Technology	Development and use of business process models and identification of information needs. This includes the methodology training and use of story boards.
COM221	Conflict Resolution and Confrontation Skills	8	99	CareerTrack	
COM222	Effective Executive Speaking	24	1345	American Management Associatio	Topics covered include: - Evaluating your pluses and minuses as a speaker - Making an impromptu or introductory talk - Making a public speech or company presentation that keeps your audience hanging on every word - The art of anticipating questions from an audience - How to give a credible speech - even when you're caught unprepared - Delivering the complete presentation - How to use your words and your body to persuade the audience - How to speak on special occasions - presenting and receiving an award graciously
COM223	Presenting for Effect	16	395	WSU-TC Professional Developmen	In this highly participative course, participants will learn the five areas of presenting for effect and will almost immediately give their first presentation. Participants will make six presentations over the two-day course. A video is used to model effective presentations and extensive discussion is given regarding delivery skills and techniques. Throughout the presentations, additional topics are covered including time management considerations, when to use humor, notes, and what additional resources are available to assist them in the future.
COM224	Grammar and Usage Workshop	24	365	Graduate School, USDA	
COM226	Stress Management for Women	8	79	Fred Pryor	Learn how to beat stress-caused tension, frustration, and fatigue, and change forever the way you manage your active, vigorous agenda.

COM227	Leonard Roller Media Training	8	0	Leonard Roller	Delivery style will be analyzed including speaking, spoken and body english, gestures, and stage fright. Preparation and structure of the presentation will be discussed. How to create a lively and informational question and answer session
COM229	Collaboration and Community in the Workplace	8	79	CareerTrack	Topics covered include: Building Positive Self-Discipline, Dealing With Conflict and Power Trips, Increasing Harmony and Collaboration, Building Community Within Your Team.
COM232	Presentation Skills Training	24	0	Boylan Enterprises, Inc.	This training includes the importance of having a Point of View (POV) and how to develop a point of view; knowing your audience and answering their question - "what's in it for me?"; using stories as a successful means of demonstrating point; showing the benefits and net results of your recommendation; using a variety of visual aids to make your point and stimulate interest; how to distinguish primary presentation material from backup material; using pictures and moving graphs to me your point; how to use and not to use handouts; and developing an agenda for the presentation and sticking to it. Each individual in the class gives a presentation and is critiques by Mr. Boylan and others in the class.
COM233	Collaborative Negotiations	24	0	Department of Ecology	The course integrates the wisdom of interest-based negotiations with the necessity and practicality of traditional positional negotiations for application in one's personal and professional lives.
COM234	Spokesperson Training	3	0	ORISE/RL Joint Information Cen	This course teaches participants how to keep in control of the situation during an interview with the media.
COM235	Environmental Public Involvement Strategies	24	695	Shipley Environmental	Learn what public involvement means, when it is required, and how its principles are applied under the law. Learn to develop and implement a public involvement strategy. Participants will make oral presentations and design effective ents.
COM236	Writing Advantage (Tuition Prorated)	8	120	Franklin Quest Consulting Grou	Learn an effective writing process to achieve desired results.
COM237	Presentation Advantage	8	195	Franklin Quest Consulting Grou	Learn subject matter organization and delivery skills.
COM238	Effective Presentation Skills (Boylan Method)	16	0	Doe-Hq	Topics covered include: Better understood ... more clear, Handle questions and answers, Interesting to listen to, More natural ... more human, control Nervousness, Have more action taken per your recommendation, Create exchange, Why presentations are so important, Use visual better, Increase your confidence level, More believable and gain trust.

CST109	Word 7 Intermediate	8	99	Protrain	This course explains how Word 7 works and exposes you to the more advanced functions that Word 7 offers.
CST110	Powerpoint 7.0, Beginning	8	150	Protrain	This course explains how PowerPoint 7 works and exposes you to the functions that PowerPoint 7 offers.
CST111	Excel 5.0 Beginning (FMDP FM7H31, CR3F31)	8	150	Protrain	This course is designed to acquaint class participants with Excel's basic features. The student will feel comfortable with creating spreadsheets, changing spreadsheets, enhancing spreadsheets, and producing printed spreadsheet reports
CST112	Paradox 5 Beginning	8	150	Protrain	This course introduces the participant to the basic features of Paradox design considerations and use.
CST120	WordPerfect 5.1 for DOS, Module II	8	195	WSU-TC Professional Developmen	This class teaches: Date command, Flush right, Justification-center/right, Escape-repeat key, Document comments, Newspaper/parallel text columns, Math column, Support/link spread sheets, Table feature for storing tabular data.
CST127	RACER - Remedial Action Cost Engineering & Requirements System	16	0	Doe-RI	RACER is a management tool used to estimate the cost of environmental restoration. It is a project control that standardizes environmental cost data and estimate format. It estimates the costs for all phases of remediation from site investigation to site closure. Cost estimates are location specific and include contractor general conditions, overhead and profit, and escalation. Flexibility allows the user to generate budget and definitive cost estimates. The cost estimating process provides the detail of traditional QTO estimates but is much faster, less prone to errors, and less labor intensive.
CST128	Integrated Technology Transfer System	8	0	Doe-Hq	This course will teach students how to use the ITTS database system. The ITTS consists of two components: (1) a software program that provides a Window-based working environment for inputting information on a standardized basis into an electronic template; and (2) an electronic access system to a centralized mainframe computer that will allow instantaneous retrieval of information from an infinite number of points.
CST129	Basic Scheduling	8	200	Fluor Daniel Hanford	Introduces the WHC standard terminology, documents, formats and, and symbols on schedules. The process used to develop logic-based schedules is discussed and demonstrated with special emphasis on critical path method (CPM) techniques. This class is an ideal introduction to scheduling topics for program/project managers, cost account managers, project control analysis, and planner/schedulers.

CST134	Project/2 Series X Training	16	550	Fluor Daniel Hanford	Participants become acquainted with software capabilities by working through examples and case study exercise.
CST135	Logic Development & Resource Loading	8	200	Fluor Daniel Hanford	Focus on the process of allocating resources to logic-based schedules.
CST136	Paradox 5 Intermediate	8	150	Protrain	This course introduces the participant to the more advanced features of Paradox design considerations and use.
CST137	Primavera Project Planner	24	655	Protrain	Course topics include: Fundamentals of Project Management, Establishing the Project and Coding the Structures, Developing the Schedule, Scheduling, Defining Calendars and Constraints, Customizing the Layout, Managing Resources and Costs, Creating the Target Plan, Updating the Current Schedule.
CST138	MCNP Visual Editor	32	1250	Battelle	The visual Editor is a powerful visualization tool that can be used to rapidly create complex Monte Carlo N. Particle (MCNP) geometry models, including lattices, universe fills and other geometrical transformations. Dynamically display MCNP geometries in multiple plot windows, cells can be created by selecting surfaces with a mouse click - Automatically sub-divide large cells into smaller cells to improve variance reduction techniques - Display source points generated inside an MCNP geometry.
CST141	Access 2.0 for Windows 95, Module I	8	195	WSU-TC Professional Development	This introductory level course will teach you all of the basics of database management. You will work with tables, set field properties, and use queries. You will also have a chance to practice using basic forms, finding data, and import data from external sources.
CST142	Word 97 Merges, Macros, Forms	8	0	Protrain	Enhance your word processing skills by learning the advanced features of Word 97. You will review the intermediate concepts and features of Word and learn advanced word processing skills. Students create data documents, main documents, mailing labels, and catalogs. Students also use macros, sort information, create forms, insert form fields, modify forms, create help messages, and use online forms.
CST144	Powerpoint Software Training	4	74	Productivity Plus	Participants will become familiar with the program allowing them to produce powerful computerized presentations. They will be able to create effective overheads, on-screen electronic presentations, 35-mm slides, speaker's notes, audience handouts, outline pages, and more.

CST145	Programming for Beginners Using Java	40	2000	Sun Microsystems, Inc.	Major course topics include: - Explaining the significance of the Java language to the Internet - Using the evolutionary software design model, developing a simple Java applet or application - Using object-oriented analysis and d, demonstrating key concepts of the object-oriented approach to programming in a Java applet or application - Describing the use of control statements within Java applet or application - Given a Java program, evaluating effective object-oriented design and Java coding techniques - Given a program, modifying source code to improve the program.
CST146	Excel 97, Version 8.0 Intermediate	8	99	Protrain	Students will review the basic concepts of a spreadsheet using Excel and presents intermediate Excel skills that can help students utilize many of the software's time-saving and enhancements features. Students use cell and formula functions and work with advanced functions, work with advanced formatting features, change and update data, use special format and print options, protect worksheet data, manipulate the screen display, share worksheet data, use automation, and share workbooks.
CST147	Windows 3.1, Module I	8	195	WSU-TC Professional Developmen	-Understanding where Windows fits in - Mousing around--choosing, dragging, and clicking -Menus and dialog boxes - Mastering the windows--moving, resizing, controlling -Accessory window: paint, note, time/date, write -Setup, control panel, and the clipboard
CST148	Windows 3.1, Module II	8	195	WSU-TC Professional Developmen	-Working with the File Manager -Using your memory effectively -Working with the PIF editor -Setting up non-windows applications for use -Optimizing windows -Options for starting up windows
CST149	Word 97, Version 8.0 Intermediate (FMDP FM7H11, CR3F11)	8	99	Protrain	Students will review the basic concepts and features of Word and learn intermediate word processing skills. Students will use templates - create letters, envelopes, and labels - and use styles. Students will also use outlines and headers and footers, create and format tables, work with columns, and use graphic elements in documents.
CST151	WordPerfect 5.1 for DOS, Module I	8	195	WSU-TC Professional Developmen	This course will cover the basic features of WordPerfect, such as creating, editing, and saving files (documents). Other powerful aspects, such as page layout, printing, bringing in pictures, and checking spelling, will also be included.

CST152	Powerpoint 97, Intermediate	8	99	Protrain	Reviews the basic concepts and features of PowerPoint and teaches advanced slide presentation skills. Students create graphs and organization charts and enhance presentation by using color features, scaling objects, and enhancing pladers. Students also use advanced slide show effects to create professional-quality presentations, use features that help presenters five informative presentations, customize slide shows to gear them toward specific audiences, and learn how to save time using masters and templates.
CST154	Outlook 97, Intermediate 8 Hr. Version 7	8	99	Protrain	Students review the basic concepts presented in Outlook '97 Beginning, customize Outlook, use advanced Calendar functions, use advanced Contacts features, manage Tasks, customize the Inbox, use advanced Inbox features, use Outlook as Desktop manager, integrate Outlook with other Officer products, and use Outlook with the Internet.
CST155	Designing Information for the Web	16	1225	Information Mapping, Inc.	Learn to structure your information so every Web and Intranet user, from casual surfer to serious buyer, can find and use it. This course focuses on information organization rather that technology.
CST156	Excel 97, Advanced Topics for Power Users	4	75	WSU-TC Professional Developmen	Major course topics include: - Setting Defaults and Shortcuts - Creating Pivot Tables - Using Solver - Advanced Formulas - Creating Autofilters and Subtotals - Writing Macros in Excel - Append Record Macro to Existing Macro - Editors and Writing in Visual Basic - Creating a Custom Toolbar for Macros PREREQUISITE: Excel '97 Beginning and Intermediate, or equivalent experience
CST158	Access 97 Advanced, Intro to Application Development	8	150	WSU-TC ProfessionalDevelopment	Major course topics include: - Designing Applications - Creating Advanced Controls - Creating Dialog Boxes PREREQUISITE: Access '97 Beginning and Intermediate or equivalent knowledge
CST159	Excel 5.0, Module I (FMDP FM7H31, CR3F31)	8	195	WSU-TC Professional Developmen	Experience a powerful worksheet program build around an easy-to-use graphical interface. - Create, save, open, and print a worksheet - Use the Toolbar tools - Enter text and values - Use formulas and functions - Use the AutoSum Tool - Copy, move, clear, insert, and delete cells, rows, and columns - Use AutoFill to duplicate information - Use shortcut menus - Format numbers and test - Use orders and shading to enhance your worksheet.

CST160	Excel 5.0, Module II	8	195	WSU-TC Professional Developmen	This course builds on the concepts and skills developed in the Introduction to Microsoft Excel for Windows course. Some of the more advanced topics from that course such as database functions, macros, and charting are gone into in greater depth. - Expanded use of database functions - Printing professional spreadsheet reports - Consolidating multiple files - Linking files - Customizing your charts - Outlining and naming worksheet areas - Creating your own macro "button" - Using your built-in function library.
CST161	PROJECT '98, Microsoft	24	595	WSU-TC Professional Developmen	Participants will learn to enter and edit tasks and resource information. This class focuses on the analysis of schedule, resource, calendar and cost information in the project model. You will use project optimization tools to create more efficient project schedules and learn about undocumented techniques for printing more effective reports and producing better project schedules.
CST162	Word 97 Long Documents	8	99	Protrain	Major course topics include: - Customizing the Workspace - Using Worksheets in Documents - Creating Tables of Figures - Using Footnotes and Endnotes - Using Hyperlinks - Creating Indexes - Creating Tables of Contents - Using Master Documents - Sharing Documents PREREQUISITE: Word '97 Merges, Macros, and Forms or equivalent experience preferred
CST163	Deficiency Tracking System	5	0	Doe/RI	As a part of the Project Hanford Management Contract (PHMC) Fluor Daniel Hanford Company accepted the performance agreement SM5.5.1: "Develop and implement a single, sitewide, consolidated, automated, deficiency management tracking, managing, and reporting system as part of a sitewide management system". The new system is scheduled to begin production November 1, 1997. Access to the new system will be granted upon completion of end user training.
CST164	Word 97 Tables and Forms	4	69	Protrain	Major course topics include: - Creating and Using Tables - Formatting Tables - Creating Forms - Inserting Form Fields - Modifying Forms - Creating Help Messages - Using Online Forms PREREQUISITE: Word '97 Beginning or equivalent experience
CST165	Word 97 Merges and Macros	8	99	Protrain	Major course topics include: - Creating Data and Main Documents - Creating Letters - Creating Mailing Labels and Catalogs - Sorting Information - Using Macros PREREQUISITE: Word '97 Beginning or equivalent experience
CST167	HTML FOR TRAINERS: WEB PAGE DEVELOPMENT TRAINING	2	0	Fluor Daniel Hanford	Overview of HTML web page development for trainers

CST168	EXCEL 97: Database Management and Analysis	8	89	Protrain	This course gives you hands-on experience applying database management and analysis skills to large spreadsheets. You will work more efficiently by learning to sort your data, use several database functions and filters to summarize the data, and use automated features to ease your workload. You will also learn to use and modify pivot tables to vary the data output, audit worksheets for specific content, work with various scenarios, and create meaningful reports.
CST169	Project Management Seminar	3	0	Informatics Corporation	Topics include: - Primavera Project Planner 2.0 - Monte Carlo 3.0 - Webster 2.0 - Expedition Contract Control Software 6.0
CST173	Recordkeeping and Reporting Workshop	20	0	Doe-Hq	The focus will be on providing clarification of DOE recordkeeping and reporting requirements, including questionable cases, documentation and report preparation. Additionally, participants will have an opportunity to receive hands on ing for the redesigned Computerized Accident/Incident Reporting System (CAIRS). CAIRS is used to collect and analyze DOE and DOE contractor reports of injuries, illnesses, and other accidents that occur during DOE operations. The aim of the workshop is to promote timely, accurate, and uniform recordkeeping and reporting practices throughout the DOE community and to introduce the capabilities of the redesigned CAIRS.
CST174	Outlook 97, Intermediate 8 Hr., Version 8.0	8	99	Protrain	Students review the basic concepts presented in Outlook '97 Beginning, customize Outlook, use advanced Calendar functions, use advanced Contacts features, manage Tasks, customize the Inbox, use advanced Inbox features, use Outlook as Desktop manager, integrate Outlook with other Officer products, and use Outlook with the Internet.
CST182	Outlook 97, Beginning	8	99	Protrain	This application will replace the current cc:Mail and LanCal applications now being used at the Hanford Site. Students get started with Outlook - work with the Address Book - use Contacts, Inbox, Journal, Notes, and Tasks - use the Car to track appointments, events and manage meetings - work with forms and templates - and use Outlook with other applications.
CST185	Access 97, Beginning	8	89	WSU-TC Professional Developmen	Course topics include: Designing Databases, Working with Access Objects, Creating Tables, Working with Tables, Working with Table Information, Creating and Working with Select Queries, Creating and Using Forms, Creating and Using Reports, Enhancing Forms and Reports, Identifying Database Components and Working with Access Objects.

CST193	EXCEL 97: CUSTOMIZING EXCEL AND USING MACROS	8	89	Protrain	In this class you will customize the Excel workspace by setting options, customizing toolbars and other startup options, and also creating and editing templates. You will learn how to simplify formatting with the AutoFormat features. The section on macros will provide knowledge and skills to create, edit, and run macros, create worksheet buttons, display dialog boxes and message boxes in macros, and debug macros (using breakpoints, stop statements, and the functions stepping into and stepping over procedures).
CST197	Internet	6	125	Pnl/Bcsr	Topic covered are: -How to log on using Kermit -Changing passwords -Ftp -- Kermit file transfer -Basic survival UNIX -Discussion of basic policies, the do's and don'ts: sensitive info copying down proprietary software deleting files they are transferred back ensuring recipient has the software to receive files in WP, Lotus, etc...format. -stty erase -term variable
CST199	PeopleSoft - Business Process Design	32	0	PeopleSoft, Inc	Major topics include: - Designing workflow business processes - Building worklists to distribute and prioritize work automatically based on user defined business rules - Using background SQL queries to drive online updates and tribusiness events - Building standard approval processes throughout your PeopleSoft business applications using the Virtual Approver - Routing notifications via e-mail, third party forms, or worklists - Monitoring and redistributing workflow and transactions
CST200	PeopleSoft - Data Management Tools	24	0	PeopleSoft, Inc	Major course topics include: - How Object Data is Stored - The PeopleSoft Upgrade Process - How Customizations are Identified and Maintained - How to Use the Application Designer upgrade tools to identify, compare, and move objects from one database to another
CST201	Powerpoint 95, Version 8.0, Intermediate	8	175	WSU-TC Professional Developmen	This course teaches you to work with slide outlines, create charts and tables, create organization charts, and add multimedia elements. Students also work with color schemes and templates, animate text and objects, link slides, prepare presentations, and save presentations in other formats.
CST205	Radiological Worker II Initial Accelerated (Computer Based)	8	250	EXITECH Columbia Corporation	Accelerated training for radiological worker initial in a computer based format that will allow the student to finish the initial course in 8-hours. Major course topics include: - Radiological fundamentals - Biological effects - Radiation limits - ALARA - Personnel monitoring - Contamination control - Radiological postings - Radiological Emergencies - High and very high radiation areas

CST206	Word 97, Version 8.0, Intermediate	8	175	WSU-TC Professional Development	Learn intermediate Word concepts and skills. These courses teach students to use templates, create letters, envelopes, and labels, and use styles. Students also will use outlines and headers and footers, create and format tables, work with columns, and use graphic elements in documents.
CST208	CC:Mail for Windows, Module I	3	94	WSU-TC Professional Development	<p>- Opening your windows: An overview of terms and capabilities. - Windows 3.1 at work: What difference will it make in your job? - Cutting Windows loose: Brace your self for exciting new flexibility! - Specialty tools at your fingertips-in secrets for p</p>
CST209	Windows; Tips, Techniques and Shortcuts	8	79	National Seminars Group	
CST210	User Data Management System (UDMS) (CR3F71)	24	0	Interactive Software	<p>The class will cover two days of comprehensive end user training to teach end-users the basic tools on how to retrieve, report, and format reports. It will provide end users with all aspects of UDMS for the first-time user including reportwriter, query, export labels, text/merge, and extract through hands-on training.(2 days) It will also cover advance training for sophisticated users needing an understanding of advance UDMS features such as record alterations, 4GL, and database administration and maintenance. (1 day)</p>
CST211	PowerPoint 7.0, Intermediate	8	150	Protrain	<p>Reviews the basic concepts and features of PowerPoint and teaches advanced slide presentation skills. Students create graphs and organization charts and enhance presentation by using color features, scaling objects, and enhancing pladers. Students also use advanced slide show effects to create professional-quality presentations, use features that help presenters five informative presentations, customize slide shows to gear them toward specific audiences, and learn how to save time using masters and templates.</p>
CST212	Excel 97 Beginning	8	150	Protrain	<p>This class will introduce you to the basic features of Excel 97. Hands-on training will be provided on the following features: * Creating, Modifying, Printing and Formatting Worksheets * Working with Basic Formulas and Functions * Multiple Worksheets * Enhancing Worksheets * Using Styles and AutoFormats * Working with Charts</p>

CST213	People Soft People Tools I	32	0	People Soft	<p>If you're responsible for customizing your PeopleSoft system, the PeopleTools I course is a must. Here you'll review the system architecture and processing features, study procedures for adding and updating data in the PeopleSoft environment, and use PeopleTools to customize applications. You'll discuss basic database design concepts as they related to PeopleSoft and review how PeopleSoft organizes and stores data. Review application and row-level security for operator sign on. And learn how to import data from external files to PeopleSoft application tables and add online help for panels and fields.</p>
CST214	People Soft Introduction to Human Resources	12	0	People Soft	<p>Introduction to Human Resources is a prerequisite for all other PeopleSoft HRMS training courses. In this comprehensive course, you'll learn how to enter, change, maintain, and retrieve personnel information and generate reports. You'll analyze the table relationships that support personnel information. You'll find out how the system applies effective dates. You'll examine the client/server architecture and relational databases. And you'll see how human resource information relates to other components of the system, such as security, payroll, or benefits administration.</p>
CST215	People Soft People Tools II	32	0	People Soft	<p>PeopleTools II builds on the skills acquired during PeopleTools I. You'll focus on meeting application development requirements by applying more sophisticated customization techniques including: creating and modifying SQL views used for changing records, summary panels, and reporting; building complex panels using multiple scroll bars to access SQL tables; creating panel groups; using subrecords and subpanels in your applications.</p>
CST216	People Soft Introduction to Benefits	16	0	PeopleSoft	<p>You can readily manage your organization's employee benefits with the functionality included in PeopleSoft Human Resources. In this course, you'll learn how to exploit the system to establish and maintain benefit plans and process benefit enrollments and changes. You'll identify plan providers and define benefits plans, rates, available coverages, and calculation rules. In addition, you'll establish benefits-related payroll deductions and employer contributions, and learn how to enroll employees and their dependents in benefits plans. The types of benefit plans you'll examine in this course include health (medical, dental, vision), life (group life, supplemental life, dependent life), disability (LTD, STD), savings (401K, profit sharing), lee (vacation, sick, personal), and flexible spending accounts (FSA).</p>

CST217	People Soft Position Management	14	0	People Soft	This course shows you how to implement the position management function in PeopleSoft Human Resources. Discover how to define your company's internal structure by identifying and tracking positions instead of employees. See how to add and update the characteristics - location, department, job code-associated with each position. Assign employees to positions. Build a position tree using the PeopleSoft Tree Editor. Maintain budgets by position or by job code for a department. And run standard position management reports.
CST218 CST220	PeopleSoft Security Administration Access 97, Intermediate	8 8	0 89	Protrain WSU-TC Professional Developmen	Course topics include: - Review of the Basics - Working with Charts - Working with Filters - Working with Relationships - Maintaining Data Integrity - Using Advanced Form Features - Working with Macros - Using Advanced Report Feat- Using Advanced Query Features - Using Advanced Queries
CST221	Access 97, Advanced Topics for Power Users	4	75	WSU-TC Professional Developmen	Course topics include: - Setting Defaults and Shortcuts - Exploring Queries - Types, Shortcuts and Nesting Queries - Advanced Criteria and Expressions - Working with Form and Report Properties - Making Reports Attractive - Creating a Switchboard System - Writing Macros in Access - Edit Macro Window and Toolbar - Writing Visual Basic Module
CST222	Excel 97, Intermediate	8	89	WSU-TC Professional Developmen	Course topics include: - Using Names - Working with Advanced Functions - Working with Advanced Formatting Features - Locating and Updating Data - Using Special Format and Print Options - Protecting Worksheet Data - Manipulating the Screen Display - Sharing Worksheet Data - Automating Your Work - Sharing Workbooks
CST223	People Soft Query and Crystal Power Reporting	40	0	People Soft	This course shows you how to generate powerful SQL queries using PeopleSoft Query, then view the information online or send it to Crystal Reports for formatting. Using Crystal Reports, you'll explore how to layout a report, sort data, match text and data, and insert graphics. You'll also learn how to customize reports by incorporating control breaks and totals, formulas, and functions. You'll implement a Crystal report in the Process Scheduler, and you'll learn how to set up andrand security access for PeopleSoft Query. PREREQUISITIES: PeopleTools I, knowledge of SQL recommended.

CST224	People Soft People Code	32	0	People Soft	<p>PeopleCode is a programming language designed for PeopleSoft applications. In this course, you'll examine the different types of PeopleCode and you'll learn how they are triggered by the PeopleTools Application Processor. You'll also learn how to set up counters, calculate running totals, and apply PeopleCode programs across multiple levels in an application. While writing PeopleCode programs, you'll make use of built-in functions, and you'll create and reference your own functions. You'll also discuss the debugging facilities you'll use to solve programming problems.</p> <p>PREREQUISITIES: PeopleTools II, Programming experience in a structured language, knowledge of SQL.</p>
CST225	Excel 97, Advanced Features: Database Management and Analysis	8	150	WSU-TC Professional Developmen	<p>Course topics include: - Working with Databases - Sorting Database Data - Using Database Functions - Using Filters - Using Automated Features - Using Pivot Tables - Modifying Pivot Table Data - Using Advanced Data Analysis to Audit Worksheets - Working with Scenarios - Creating Reports</p>
CST228	Excel 5.0 Intermediate	8	150	Protrain	<p>This course is designed to acquaint class participants with Excel's basic features. The student will feel comfortable with creating spreadsheets, changing spreadsheets, enhancing spreadsheets, and producing printed spreadsheet reports</p>
CST229	Excel 7.0 Beginning	8	150	Protrain	
CST230	Outlook 97, Advanced	8	99	WSU-TC Professional Developmen	<p>Course topics include: - Review of the Basics - Customize Outlook - Use Advanced Calendar Functions - Use Advanced Contacts Features - Manage Tasks - Customize Inbox - Use Advanced Inbox Features - Use Outlook to Manage your Desktop - Integrate Outlook with other Office Products - Use Outlook with the Internet</p>
CST231	Powerpoint 97, Intermediate	8	89	WSU-TC Professional Developmen	<p>Course topics include: - Working with Slide Outlines - Creating Charts and Tables - Creating Organization Charts - Adding Multimedia Elements - Working with Color Schemes and Templates - Animating Text and Objects - Linking Slides - Preparing Presentations - Building Slide Shows - Saving Presentations in Other Forms</p>
CST232	Paradox 5.0 for Windows, Module I	8	195	WSU-TC Professional Developmen	<p>This course will help you to be able to navigate the Paradox desktop, menus, speedbars, and Help, and understand common database terms. You will be able to enter and edit data, view records and tables of data, select and sort records and query data by example. Finally, you will learn to produce Quick Reports and Quick Graphs.</p>

CST234	Excel, Introductory (FM7H31, CR3F31)	8	149	Productivity Plus	This course is designed to acquaint class participants with Excel's basic features. The student will feel comfortable with creating spreadsheets, changing spreadsheets, enhancing spreadsheets, and producing printed spreadsheet reports
CST235	Excel, Advanced	8	149	Productivity Plus	This course builds on the concepts and skills developed in the Introduction to Microsoft Excel for Windows course. Some of the more advanced topics from that course such as database functions, macros, and charting are gone into in greater depth. - Expanded use of database functions - Printing professional spreadsheet reports - Consolidating multiple files - Linking files - Customizing your charts - Outlining and naming worksheet areas - Creating your own macro "button" - Using your built-in function library
CST236	WordPerfect, Introductory	8	149	Productivity Plus	Upon Completion of this course you will know how to use the WordPerfect function and cursor movement keys, create a document, save a document, print a document, retrieve and edit a document, see a listing of your documents, spell check a document, and perform many other enhancements to your documents.
CST237	Hazardous Waste Operations Refresher Training (Computer-Based)	8	125	Pnnl	This course reviews information covered in initial 24-hr or 40-hr Hazardous Waste Operations training, and informs students about equipment updates as well as changes in regulatory requirements. Required sections of 29 CFR 1910.120 covered include: Chemical Hazards, Decontamination, Emergency Resources, Personal Protective Equipment, Regulatory Overview, Safe Work Practices, Site Safety and Health Plans, Whats Hot
CST238	Word 97, Advanced Features: Merges, Macros, and Forms	8	89	WSU-TC ProfessionalDevelopment	Course topics include: - Creating Data Documents and Main Documents - Creating Letters - Creating Mailing Labels and Catalogs - Sorting Information - Using Macros - Creating Forms - Inserting Form Fields - Modifying Forms - Creating Help Messages - Using Online Forms
CST239	Crossing The On-Line Threshold	8	295	The Digital Image	Exploration of on-line computing technologies. Discover the vast array of network options. Learn the language of world wide on-line computing. Become familiar with on-line software being utilized today. Gain appreciation for similes and differences the networks offer. Save money by transforming your communications with E-mail. Determine which on-line option is best for your. Master on-line research using state-of-the art Internet search engines.

CST240	DOS, Introductory	4	74	Productivity Plus	This course is designed to introduce participants to the Disk Operating System that is still the most commonly used with IBM and compatible personal computers. Upon completion of this course, the participant will have the knowledge needed to protect his/her computer work, feel comfortable working on a microcomputer, and begin to personalize his/her computer environment. Topics covered: Memory Vs. Storage, Booting Up The Computer, Disks, The DOS Prompt, Files & File Name Rules.
CST241	Windows, Microsoft	4	74	Productivity Plus	This course introduces the participant to the Windows environment, demonstrating the advantages of a Graphic User Interface. The student will learn how to use a mouse, perform basic Windows functions, and access many of the most common used features.
CST242	Access, Introductory	8	149	Productivity Plus	This is an 8-hour course that introduces the participant to Access design considerations and use. The participant will design a database, enter information into the database, edit the information, rearrange the information, and create reports from the information.
CST243	Harvard Graphics	8	149	Productivity Plus	This course is designed to teach participants how to enhance reports and presentations, to make them more visually appealing - more memorable. Students will be given the tools to create and edit various types of charts.
CST244	Word 97, Intermediate	8	89	WSU-TC Professional Development	Course topics include: - Using Templates - Creating Letters, Envelopes, and Labels - Using Styles - Using Outlines - Using Headers and Footers - Creating and Using Tables - Formatting Tables - Working with Columns - Using Graphics in Documents
CST245	Paradox, Advanced	8	149	Productivity Plus	This course takes participants into the advance features of Paradox. The student will learn the concepts necessary to create sophisticated database systems, and the topics that will allow Paradox to be used to its maximum capabilities. Topic covered include; Review of Basic skills, Creating a database, Adding new records to a database, Viewing records in a database, Editing records in a database, Deleting records in a database, Creating Queries, Advanced queries of databases, Multiple Queries, Linking Queries, Calculations with Queries, Report Creation, Summaries, Calculations, Grouping, Form Creation, Boxing, Linking Tables, Calculation, Validity Checks, Security, Placing and Removing Password Protection, Alternate Protection.

CST246	Paradox, Introductory	4	149	Productivity Plus	This course introduces the participant to Paradox design considerations and use. The participant will design a database, enter information into the database, edit the information, rearrange the information, and create reports from the information.
CST247	Quattro Pro, Advanced	8	149	Protrain	This half-day course was designed for those about to lose LANCAL. It will provide an excellent opportunity for lots of hands-on instruction and practice on the topics associated with the Outlook 97 Calendar feature. Participants in the class will schedule appointments, events, and meetings with others in the class. They will also reschedule appointments, events, and meetings, reschedule and respond to meeting requests, set reminders, and use advanced calendar functions.
CST248	Word 97, Special Topics: Formatting and Master Documents	4	75	WSU-TC Professional Developmen	Course topics include: - Setting Defaults and Shortcuts - Creating Custom Toolbar Buttons to Facilitate Formats - Working with Bullets and Section Numbers - Section Breaks - Columns - Portrait/Landscape Pages - Printing Pages by Sec- Creating Master Documents - Collapsing/Expanding Subdocuments - Modifying and Deleting Master Documents - Index and Table of Contents on Master Documents.
CST249	Excel 2000, Beginning	8	89	WSU-TC Professional Develop	Topics include: Exploring the Excel Workspace, Locating/Opening Existing Workbooks, Using the Open Dialog Box, Applying Number Formats, Using Auto-Fit, Creating a New Workbook, Editing Cell Content, Merging Cells, Entering Formulas in a Cell, Using AutoSum, Setting Page Margins and Centering, Setting up Headers/Footers
CST250	Lotus 1-2-3, Introductory	4	74	Productivity Plus	This course is designed to acquaint class participants with Lotus 1-2-3's basic features. The student will feel comfortable with creating spreadsheets, changing spreadsheets, enhancing spreadsheets, and producing printed spreadsheet Reports.
CST251	Microsoft Excel 97 - Proficient User	8	96	Micro Mash	This is a self study course. Learn how to create budgets, expense, marketing and sales reports, invoices and purchase orders, plus how to use your spreadsheet information on the Internet or your Intranet.
CST252	Word, Introductory	8	149	Productivity Plus	Upon completion of this course you will know how to use the Word for Windows function and cursor movement keys, create a document, save a document, print a document, retrieve and edit a document, see a listing of your documents, spellchecking a document, and perform many other enhancements to your document.

CST253	WordPerfect, Advanced	8	149	Productivity Plus	The Advanced WordPerfect course is taught in a very flexible fashion. In addition to backbone topics, course participants are asked which additional topics are of interest to them, and each topic is then thoroughly covered.
CST254	Microsoft Excel 97 - Expert User	8	96	Micro Mash	This is a self study course. Learn how to create accounting and financial statements, use its data analysis capabilities, and create statistical tables, amortization schedules, forecasts and much more.
CST255	Microcomputer Fundamentals	4	74	Protrain	Scheduled to prepare some annual reports, company newsletter, advertising flyers, brochures, or ads? This two-day hands-on course can show you how easy and fun these tasks can be with PageMaker 6.5. You will learn how to create, modify, and print publications, how to use templates, some shortcuts and even how to recover from mistakes and crashes. More advanced features will include working with graphics/objects, master pages, Style sheets, long documents, layers, and color. As time allows, you will learn me about PDF files, scripts, Plugins, and troubleshooting.
CST256	Business Objects End User Training	8	0	Business Objects	Students will learn the basic skills necessary to understand the operation of the Business Objects software and to use the available tools to manage, analyze and present their data. Students will also learn how to select a Business Os data repository, open a Business Objects universe, how to set up queries, create reports analyze data and create charts. Students will also learn how to create Business Objects macros, and to start and retrieve batch processes.
CST257	Microsoft Access 97 Part 1	8	96	Micro Mash	An introduction to basic search skills and logic to access legal and non-legal information on Lexis/Nexis. Attendees will learn how to retrieve a single document if they know the citation as well as to search the databases to retrieve of documents. They will learn to validate their legal research and use non-legal material to complement their legal research. Printing and various display formats will also be emphasized.
CST258	Lexis I	2	0	Betasha Louie	
CST259	Microsoft Access 97 Part 2	3	50	Micro Mash	This is a self study course. Learn how to build and modify data entry forms for yourself and other users to create and generate reports from your database. Also see how you can use Access 97 to create hyperlinks and other forms for Internet use.
CST260	Windows 95	4	74	Productivity Plus	This course explains how Windows95 works and exposes you to all of the neat functions that Windows95 offers.

CST261	Powerpoint 97, Version 8, Beginning	8	165	WSU-TC Professional Developmen	Students get started with PowerPoint, create and edit presentations, format text, and print presentations. Students also work with proofing tools and objects, use WordArt and clip art, build slide show, and play slide shows.
CST263	FRONTPAGE '97 BEGINNING	8	89	Protrain	This course presents basic web creation and web management skills. You will develop and design web pages, create web pages with FrontPage wizards, and customize web pages. You will also work with images and tables, use advanced components, and work with frames and To Do Lists. You will manage web pages and examine permissions with web publishing.
CST264	Excel Plus	2	43	Productivity Plus	This course builds on the concepts and skills developed in the Introduction to Microsoft Excel for Windows course. Some of the more advanced topics from that course such as database functions, macros, and charting are gone into in great depth. - Expanded use of database functions - Printing professional spreadsheet reports - Consolidating multiple files - Linking files - Customizing your charts - Outlining and naming worksheet areas - Creating your own macro "button" - Using your built-in function library.
CST265	Personal Computers, Intro to DOS, WINDOWS	8	185	WSU-TC Professional Developmen	This course introduces students to computer hardware and software concepts through lectures and hands-on exercises. Topics include computer hardware and software concepts, DOS command usage, file management, disk management, and an introduction to PC trouble-shooting.
CST266	Windows 95 Beginning	8	99	Protrain	This course explains how Windows95 works and exposes you to the functions that Windows95 offers.
CST267	Business Objects	24	1200	Business Objects	Employees will be able to create, maintain, and deploy a Business Objects Universe; manage security and system administration; and understand how end users will use Business Objects so they can create appropriate Universes.
CST269	REASON (Tuition Prorated)	40	0	DECISION systems, inc.	This is a software program for performing professional accident investigation and root cause analysis. A powerful expert system guides the whole problem solving process. It builds a tree model directly from your investigation, writes a narrative automatically, and interprets root causes. It also provides meaningful use and effect oriented graphics.

CST271	WordPerfect 6.1 for Windows, Module I	8	195	WSU-TC Professional Developmen	While this introductory course will teach you a little something about beginning word processing, it will also cover the fundamentals of the powerful new WordPerfect 6.1. To start out you will learn how to create, edit, and print documents. After completing this course you will be able to work with selected text, use proofing tools, and find files and text with the Search function.
CST272	Word for Windows 95, Version 7.0, Module I (FMDP FM7H11, CR3F11)	8	185	WSU-TC Professional Developmen	While covering the basics of word processing, this course will also teach you to create, save, and edit documents in Word for Windows95. You will be able to practice moving, copying, and enhancing text, as well as formatting printing documents. Before the class is over you will also learn to use tabs, indents, and page numbers.
CST273	Word for Windows 95, Version 7.0, New Features	4	94	WSU-TC Professional Developmen	This short course gives you a quick overview of the new features that are offered in Microsoft's newest version of Word to fit the Windows 95 environment. You will modify documents, use the AutoCorrect and AutoFormat features, and experiment with proofing tools.
CST274	Word for Windows 95, Version 7.0, Intermediate	8	175	WSU-TC Professional Developmen	You will have the opportunity to practice with AutoText, AutoFormat, and format with styles. As you are learning intermediate word processing skills, you will also gain experience creating headers and footers as well as create, use, and format tables. You will also learn to create sections and columns, sort information, and use pictures with text.
CST275	Pagemaker 6.5 for Windows	16	350	WSU-TC Professional Developmen	PageMaker 5.0 is a powerful desktop publishing package that can be used to produce brochures, newsletters, and manuals. This class introduces you to the fundamentals of desktop publishing. You will cover text, format, and style options, and then move on to importing graphics as well as creating some simple graphics of your own. You will advance to the intermediate concepts for creating and modifying documents. You will create tables using tabs and the Table Editor, work with such typographic controls as kerning and tracking, work with Master Pages and page layout, use books and templates and create indexes and tables of contents. You will also use advanced graphic features such as cropping and planning and integrate all of the skills learned by creating a tri-fold brochure.

CST276	Word for Windows 95, Version 7.0, Forms, Merges and Macros	4	94	WSU-TC Professional Developmen	In this advanced level course you will look at some of the advanced and powerful features and tools of Word for Windows 95, Version 7.0. The course will focus on the on-line form creation, mail merge, and macro features of Word. You have the chance to create, modify, and use on-line forms; insert text, Check Box, and Drop-Down form fields; and create Help messages. This course will also cover the creation of Form Letter documents, the use of mail merge to create form letters and mailing labels, and the use of macros.
CST277	Document Preparation for World Wide Web (WWW) Publishing, Introduction to	16	370	Institute for Federal Printing	This is a hands-on computer class. It covers the implementation of Hypertext Markup Language (HTML), the standard tagging scheme used to publish documents on the WWW. Class participants will experience the steps needed to prepare a document for the WWW using computers in a classroom environment. The format will include data analysis, markup, and encoding a document. Related software, browsers, and design techniques will be reviewed.
CST278	Internet Fundamentals	8	89	WSU-TC Professional Developmen	This course introduces students to the basic concepts, technologies, and resources of the Internet and the World Wide Web. Learn what the World Wide Web is and how to connect to it. Search the Internet and examine the basics of e-mail
CST279	WordPerfect 6.1 Beginning	8	150	Protrain	This course explains how WordPerfect 6 works and exposes you to the functions that WordPerfect 6 offers.
CST281	Word 7 Beginning	8	150	Protrain	This course explains how Word 7 works and exposes you to the functions that Word 7 offers.
CST282	Powerpoint 4 Beginning	8	150	Protrain	This course explains how PowerPoint 4 works and exposes you to the functions that PowerPoint 4 offers.
CST284	Access 2 Beginning	8	150	Protrain	This course explains how Access 2 works and exposes you to the functions that Access 2 offers.
CST285	Microsoft Office - One-Day Seminar	8	59	Fred Pryor	This seminar will give you an indispensable "road map" to every application, command, button, toolbar, and function. Create, edit, and organize your documents with power and control. Plus, learn how to turn the most drab, boring document into impressive, professional pages. This is a "hands-off" learning approach.
CST286	Windows 95, Beginning	8	195	WSU-TC Professional Developmen	This introductory course will give you a comprehensive look at Windows 95. You will navigate the desktop and learn to access the on-line help. You will work with shortcuts, perform system maintenance, and learn to use Wordpad.

CST287	Windows 95, Intermediate	8	195	WSU-TC Professional Developmen	This intermediate level course will take you through changing passwords and enabling user profiles; teach you advanced file management features; and enable you to establish start up settings.
CST288	Using Microsoft Office	8	99	Skillpath	You'll learn how to make this collection of programs and files work together to boost your productivity and turn out professional documents, reports and presentations every time. You'll learn how to compose letters and reports in Word, crunch numbers with Excel, and display the results in eye-pleasing charts, graphs, slides or handouts with Microsoft PowerPoint, organize and manage data in Microsoft Access, send and receive messages with Mail, and keep track of your time, priorities and plans with Schedule+.
CST290	REASON - Root Cause Instructor Training	40	0	Decision Systems, Inc.	REASON is a software program for performing professional accident investigation and root cause analysis. A powerful expert system guides the whole problem solving process. It builds a tree model directly from your investigation, writes narrative automatically, and interprets root causes. It also provides meaningful cause and effect oriented graphics.
CST291	HTML & Web Page Design I	8	89	WSU-TC Professional Developmen	Hypertext Markup Language (HTML) is the scripting that is used to develop the pages that you see on the Internet. This class will teach you the history, syntax, and capabilities of HTML so that you can author your own multimedia WEB pages that include text, graphics, images, and video clips. You will also learn how to link your page to other pages on the World Wide Web.
CST292	Internet HTML Tagging	4	75	Lockheed Martin	Students will acquire the knowledge to maintain DOE-RL Internet Home Pages. With this training, staff will be able to prepare their own information for the Home Page without having to rely on contractors to perform work. Key Elements include: * History and Definitions * HTML Standards * HTML Tagging Explanation * Browser Variations * Layout Suggestions * Editing Tools
CST293	Access 97 Intermediate	8	99	Protrain	Students will review basic database concepts and learn intermediate database skills. Students will work with forms, enhance forms and reports, and insert objects into forms and reports. Students will also locate data, use macros, and criteria in queries. Finally, students will work with values in queries, use calculations in queries, and work with charts.
CST294	Windows 95 Intermediate	8	150	Protrain	This course explains how Windows95 works and exposes you to the more advanced functions that Windows95 offers.

CST295	Word 6.0 for Windows, Beginning	12	60	Kennewick High School	This course explains how Word 6 works and exposes you to the functions that Word 6 offers.
CST296	Excel 7.0 Intermediate	8	150	Protrain	This course is designed to acquaint class participants with the more advanced features of Excel's features. The student will learn how to create spreadsheets, changing spreadsheets, enhancing spreadsheets, and producing printed spreadsheet reports.
CST297	Designing and Implementing Internal WEB Sites for Human Resources	24	1995	International Quality and Prod	Course topics include: - Developing self-service applications for government employees, including: training, benefits, communications and payroll - Managing and setting performance measures for Intranet effectiveness - Creating a virtual career resource center - Increasing your agency's value when delivering human resources services - Providing instant access to employee benefits, human resources policies and government and agency regulations - Reengineering internal employee communications - Maintaining a high grade of security for web-related services.
CST299	REASON Point of Occurrence Root Cause Analysis Training (Tuition Prorated)	24	715	WSU-TC Professional Developmen	This courses teaches the theory, technology and methodology of REASON. The training equips attendees with the advanced skills to produce objective, concise, accurate, and consistent results required in critical event and problem analysis. An objective system for identifying direct causes and root causes is provided. An objective method for determining appropriate action steps is provided. An objective method for verifying accuracy and completeness of data is provided. A system of validating the process from investigation through action planning is provided.
CST300	Java Programming	32	1445	WSU-TC Professional Developmen	Developers may use Java to create stand alone client/server applications without the need for cumbersome network coding. This workshop provides the student with a thorough introduction to the Java language, programming for the World Web, and networked application programming using Java.
CST301	PowerPoint for Windows 95, Version 7.0, Module I	8	185	WSU-TC Professional Developmen	Learn to Open and Close presentations - Gain experience with various ways to Display slides and slide shows - Discover the numerous options available for viewing slides - Look at the basics of creating an effective presentation - practice with some of the many basic and advanced options that are available for modifying text in PowerPoint - Master the basics of Drawing and Retrieving objects in your presentations

CST302	ZDU COMPUTER CLASSES	250	70	Zdu	<p>ZDU classes are instructor-led, pertain to specific computing-related topics, and generally run for 4 to 8 weeks. Students participate by posting messages in the class message boards. Students can also attend optional Office Hour chats with instructors and other students. Log on at your convenience to read messages from instructors, post questions, and discuss homework with fellow students, from the comfort of your own home or office. Take advantage of the Lounges to keep in touch with classmates, form study groups, and get tips and links to valuable resources.</p>
CST303	Excel for Windows 95, Version 7.0, Module I	8	185	WSU-TC Professional Development	<p>- Learn how to start Excel and Select Ranges - Practice effective ways to operate in worksheets in Excel - Gain experience Editing and Copying Worksheet data - Discover the basics of Deleting and Moving data - Find out how to Format and Print Worksheets - Learn the fundamentals of formulas in Excel - Study different Numeric Formats - Start working with charts</p>
CST304	Excel 95, Version 7.0, Intermediate	8	175	WSU-TC Professional Development	<p>Learn to enhance your worksheets - Practice working with multiple worksheets - Experiment with using multiple workbooks - Discover how naming cells and formulas will make your time more productive - Gain experience with several basic functions - Look into some advanced functions - Practice working with Ranges - Learn all about Linking Workbooks - Become familiar with special Format options.</p>
CST305	HTML & Web Page Design: Beginning	8	99	Protrain	<p>Presents the basic concepts of Hypertext Markup Language (HTML). Students will examine HTML, write source code, place text on the page, format text, and create headings and horizontal rule lines. They will also display lists, color Web pages, use graphics, add hypertext links, and create graphic hyperlinks.</p>
CST306	HTML & Web Page Design: Intermediate	8	99	Protrain	<p>Reviews the basic concepts of HTML and teaches intermediate HTML skills. Students will blend text and graphics, add transparent images and animated images, and use image maps. Students also create basic forms, add enhanced elements to forms, and add E-mail links. Finally, students create and format tables, and design and format frames.</p>
CST307	Word 97, Version 8.0 Beginning (FMDP FM7H11/CR3F11)	8	99	Protrain	<p>Students get started with WORD - create, save, print, and edit documents - move and copy text - and use automatic text features. Students also enhance the appearance of documents by formatting text, paragraphs, and documents - find and replace text - and use proofing tools to correct spelling and grammar errors.</p>

CST308	PowerPoint 97, Beginning	8	99	Protrain	The instruction for this course shall cover creating and editing presentation, printing, proofing, working with objects, WordArt, Clip art, slide shows, adding charts, etc. The student shall gain a basic knowledge in the preparation of presentations and have an overview of the DOE RL format for PowerPoint presentations.
CST309	Access 97 Beginning (FMDP FM7H21/CR3F21)	8	99	Protrain	Students will design databases, work with Access objects, and create tables. Students will also work with tables and table information, and create and work with select queries. Finally, students will create, use, and enhance forms and reports.
CST310	Excel 97, Version 8.0 Beginning	8	99	Protrain	Students become familiar with basic spreadsheet concepts and uses, then start Excel and begin fundamental tasks such as creating, modifying, printing, and formatting worksheets. Students work with basic formulas and functions, use worksheets, enhance worksheets, use styles and AutoFormats, and work with charts.
CST311	Outlook 97, Version 8.0 Beginning	4	48	Protrain	This application will replace the current cc:Mail and LanCal applications now being used at the Hanford Site. Students get started with Outlook - work with the Address Book - use Contacts, Inbox, Journal, Notes, and Tasks - use the Calendar to track appointments, events and manage meetings - work with forms and templates - and use Outlook with other applications.
CST312	Internet Use	4	48	Protrain	Students shall be introduced to the basic features of using the Internet, including understanding how the Internet works, how to connect to the Internet, searching the Internet, using Netscape Navigator, basic search tools and programs and E-Mail basics.
CST313	Microsoft Office 97	4	48	Protrain	This course will include basic introduction to and instruction on the Office '97 environment and how all the applications can interact and work together within the Office '97 environment. Topics shall include file management, disk management, control panels and help features.
CST314	HTML & Web Page Design II	8	89	WSU-TC Professional Developmen	This course reviews the basic concepts of HTML and teaches intermediate HTML skills. Students will blend text and graphics, add transparent images and animated images, and use image maps. Students also create basic forms, add enhancements to forms, and add E-mail links. Finally, students create and format tables, and design and format frames.

CST315	Web Site Development & Design	8	179	National Seminars Group	Topics covered include how Web design impacts your visitors and why that experience is so critical to ongoing success, the importance of establishing specific objectives before launching a Web site, when linking with other sites will make your site more valuable in the eyes of visitors, how the size of the site impacts both the initial load and maneuverability within it, the how to's of working with a hosting service to get your site on the Web, and everything you need to know about selecting colors and backgrounds for your site.
CST316	Understanding & Using Java and Javascript	4	83	National Seminars Group	You will learn a step-by-step guide to the basic features and limitations of Java and Javascript , and tips for creating simple graphics and animation. You will also learn how to make your Web pages interactive using self validating forms, dynamic calculations and status bar messages.
CST317	PeopleSoft Federal HR, Intro to	16	900	PeopleSoft, Inc	This course concentrates on the basics of the HRMS for U.S. Federal Government system. You'll be given a strong foundation in navigation through the system, and a basic understanding of the new concepts of Business Units, Set IDs and Table Set Sharing. You'll analyze the table relationships that support personnel transactions, find out how the system applies effective dates, examine client/server architecture and relational databases, see how human resource information controls and is controlled by other components of the system, such as security, payroll and benefits administration.
CST318	PeopleSoft Federal HRMS	24	900	PeopleSoft, Inc	This course builds on skills gained in the Introduction class and concentrates on more specific Personnel functions, including managing Personnel Action Requests (PARS), setting up and using Workflow processing, administering mass pay rate changes and within-grade increases.
CST319	Hazardous Materials General Awareness Transportation Training, Train the Trainer (Setup)	8	100	HAMMER/DOE Nat. Trans. Program	This class will cover how to use and install both the CBT and CDROM courses on a computer. In addition, the class will cover the main points of each viewgraph, the study guide questions, and the student manual for Instructor CD-ROM. Course materials and the CBT and CD-ROM will be included in the tuition.
EDU101	Quality Control And Reliability Design	48	650	WSU-TC Education	Quality improvement analysis for process and product quality; statistic process control, capability studies; acceptable sampling concepts; reliability models for prediction and testing.
EDU102	Psychology	48	453	WSU-TC Education	Attitude changes, conformity, interpersonal attraction, values, groups and social influences explored to construct coherent viewpoint of social psychology.

EDU103	Anthropology	28	0	Columbia Basin College	See Columbia Basin College Catalog for specific class details.
EDU104	Art, Introduction to	46	0	Columbia Basin College	See Columbia Basin College Catalog for specific class details.
EDU106	Accounting 251, General (FMDP FM3U02)	46	269	Columbia Basin College	Fundamentals of accounting as applied to actual business situations. The accounting cycle for service and merchandising firms-controlling purchases and sales with business papers, special journals and subsidiary ledgers.
EDU107	Quantitative Methods	26	597	WSU-TC Education	Multiple regression models, analysis of variance, examination of residuals, transformation of data and model building procedures.
EDU108	Engineering Mathematics	32	314	WSU-TC Education	See WSU Catalog for course description.
EDU109	Principles of Economics II	46	173	Columbia Basin College	A study of how pricing works; a review of current economic problems (including economic growth); an introduction to international economics.
EDU110	English 101 (FMDP FM7B11)	46	0	Columbia Basin College	Study and application of the principles of writing clear exposition with stress on organizing unified and coherent essays.
EDU111	Theory of Firm and Market Policy	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU112	Macroscopic Thermodynamics	48	754	WSU-TC Education	Advanced thermodynamics from macroscopic viewpoint; basic postulates, equilibrium, stability, property relations; application to thermal-fluid and solid mechanics; irreversible thermodynamics.
EDU113	Business Law (FMDP FM3U10)	46	0	Columbia Basin College	Emphasizing negotiable instruments, partnership, sales, real and personal property, corporations, security interests, regulation of business, and environmental law.
EDU114	Managerial Economics	48	0	WSU-TC Education	See WSU catalog for description.
EDU115	English 201	46	381	Columbia Basin College	See CBC catalog for details. PREREQUISITE: English 101
EDU117	Environmental Microbiology	48	453	WSU-TC Education	See WSU Catalog for course description. Credit not granted for both Micro 452 and 552.
EDU118	Environmental Engineering, Fundamentals of	48	453	WSU-TC Education	Principles of chemistry, microbiology, thermodynamics, material and energy balances, and transport phenomena for environmental engineers.
EDU119	Master's Thesis	48	476	WSU-TC Education	See WSU Catalog for course description.
EDU120	Organizational Behavior, Self Directed Study	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU121	Engineering Physics I	78	225	Columbia Basin College	See Columbia Basin College Catalog for specific class details.
EDU122	Fundamentals of Fluid Mechanics	64	796	WSU-TC Education	Governing equations of fluid mechanics accompanied by applications of Navier-Stokes equation to simple flow situations, boundary layer analysis.

EDU123	Economics	55	389	Columbia Basin College	See CBC catalog for course description.
EDU124	Cost Accounting and Administrative Control (FMDP FM3U06)	48	711	WSU-TC Education	Managerial evaluation of budgeting, cost accounting, and financial analysis techniques; their utilization in control of operations.
EDU125	International Business	48	453	WSU-TC Education	International political economy; business relationships between nations; corporations and economic institutions.
EDU126	Special Problems	16	0	WSU-TC Education	See WSU Catalog for course description.
EDU127	English 102 (FMDP FM7B11)	46	0	Columbia Basin College	See CBC Catalog for course description.
EDU128	Environmental Science and Lab	46	222	Columbia Basin College	A multi disciplinary course designed to provide both the non-science and science major the background necessary to understand environmental problems that have arisen on this spaceship ecosystem we call earth.
EDU129	Topics In Thermal and Fluid Sciences	48	684	WSU-TC Education	Probability models, sample spaces, random variables, distributions, moments, comparative experiments, tests, correlation and regression in engineering applications.
EDU130	Nutrition	48	215	Columbia Basin College	Principles of nutrition as they apply to macro-nutrients. Economic, cultural and psychological influences are considered. The need for vitamins, minerals, and special nutritional requirements at different stages of the life cycle and sptopics of current concern are included.
EDU131	Family, The	48	453	WSU-TC Education	Family system and its interaction patterns; family life cycle from marriage through death; marital relations, divorce, sexuality, parenting crisis, abuse.
EDU132	Auditing (FMDP FM3U08)	48	600	WSU-TC Education	Nature of auditing, generally accepted auditing standards, and audit procedures as related to auditing of financial statements by independent accountants.
EDU133	Core Biology - Plant & Lab	46	267	Columbia Basin College	See college catalog.
EDU134	Survey of Accounting	48	684	WSU-TC Education	Fundamentals of financial and managerial accounting; primarily for graduate students who wish to meet the MBA core requirements in accounting.
EDU135	Management Information Systems, Introduction to (FMDP FM3U14)	46	453	WSU-TC Education	See WSU Catalog for course description.
EDU136	Technology & Society	48	200	Columbia Basin College	This course is a study of the effects of technology on modern society. Writing intensive.
EDU137	General Psychology	80	395	Eastern Oregon State College	Continuing examination of fundamental processes in behavior, with emphasis on human processes of cognition, language, memory, development, consciousness and sleep, individual differences, psychological assessment, abnormal behavior, and tent of psychological disorders.
EDU138	Seminar in Negotiations	48	453	WSU-TC Education	Bargaining skills across a broad range of business settings; experiential work. Credit not granted for both MGT 485 and 585.

EDU139	Astronomy, Introduction to	48	251	Eastern Oregon State College	An introductory course including the methods and instruments of astronomers; structure, motion, and evolution of the solar system, stars, and stellar systems; cosmology.
EDU140	Physical Geology	80	515	Eastern Oregon State College	Development of understanding and appreciation of Earth features and the agents and processes that form and change them; characteristics of the common rocks and minerals and their economic importance; the main sequence of Earth history.
EDU142	General Ecology	64	912	WSU-TC Education	Relationship of organisms with physical and biotic components of their environment; at the population, community, and ecosystem level.
EDU143	Statistics, Basic (FM3U18)	48	200	Columbia Basin College	A study of both descriptive and inferential statistics including: measures of central tendency, probability, sampling methods, hypothesis testing, linear regression and correlation PREREQUISITE: MTH 101 or equivalent.
EDU144	Environmental Engineering Unit Processes	48	453	WSU-TC Education	Biochemical energetics and kinetics; biological waste treatment processes; nutrient removal; advanced wastewater treatment design.
EDU145	Advanced Topics in Env Eng: Practical Env Exposure and Risk Assessment (93-3)	48	771	WSU-TC Education	This course covers how to use simple, but robust environmental and risk assessment methodologies for air, surface water and groundwater with step-by-step instructions and accompanying tables/charts.
EDU146	Drugs & Health	28	130	Columbia Basin College	
EDU147	Communication Behavior	28	133	Columbia Basin College	See CBC Catalog.
EDU148	Assessment of Prior Experiential Learning	16	345	Eastern Oregon State College	Instruction in the preparation of a portfolio designed to demonstrate the knowledge a student has acquired through work experience and other formal or informal learning. Assessment of Prior Experiential Learning involves the document of learning experiences which were not under a college's sponsorship, but are deemed equivalent to college-level learning, i.e., on-the-job experience, community service, personal study, travel or sponsored training.
EDU149	Staffing (FMDP FM7H31)	48	453	WSU-TC Education	The acquisition, selection, placement, and career management of employees; maximum human resource utilization.
EDU150	Applied Radiological Physics	48	835	WSU-TC Education	See WSU Catalog for course description.
EDU151	Sampling Methods	32	374	WSU-TC Education	See WSU Catalog for course description.
EDU152	Management of Organizations	48	453	WSU-TC Education	Leading, organizing, decision making, planning, controlling, conflict management, and behavior in work organizations.
EDU153	Biometry	48	453	WSU-TC Education	See WSU Catalog for course description.

EDU154	Field and Lab Techniques in Environmental Science	32	302	WSU-TC Education	See WSU Catalog for course description.
EDU155	Marriage & The Family	46	238	Columbia Basin College	See CBC Catalog.
EDU156	Fundamentals of Risk Assessment	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU157	Economics of Environmental Issues	48	564	WSU-TC Education	See WSU Catalog for course description.
EDU158	Special Topics in Environmental Science and Regional Planning	32	364	WSU-TC Education	See WSU Catalog for course description.
EDU159	Psychology, General	46	0	Columbia Basin College	See CBC Catalog.
EDU160	Analytical Tools for Public Administrators	48	741	WSU-TC Education	See WSU Catalog for course description.
EDU161	Special Topics in Environmental Science and Regional Planning	32	476	WSU-TC Education	See WSU Catalog for course description.
EDU162	Issues in Education	30	510	Heritage College	See Heritage College Catalog.
EDU163	Measurement & Evaluation	30	510	Heritage College	See Heritage College Catalog.
EDU164	Theories of Learning	30	510	Heritage College	See Heritage College Catalog.
EDU165	Core Biology - Animal & Lab	46	267	Columbia Basin College	See college catalog.
EDU166	Fundamentals of Risk Assessment	28	290	WSU-TC Education	Topics covered include: -Overview of risk assessment processes -Identification of toxicological effects -Introduction to methods used to quantify potential health and environmental risk
EDU167	Finance (FMDP FM3U04)	48	755	WSU-TC Education	Financial decision making, financial strategies, investment in current and fixed assets, financial instruments, and capital markets..
EDU168	Management 498	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU169	Use of Computer Systems, The (FMDP FM3U14, FM7H11, CR3F01)	48	453	WSU-TC Education	Computers, computer systems, and software packages for advanced students in other disciplines; hands-on use. No previous computer experience required.
EDU170	Operations Management (FMDP FM7M04)	48	453	WSU-TC Education	See college catalog.
EDU171	Algebra, Intermediate	46	257	Columbia Basin College	This course is a prerequisite for a multitude of mathematics and computer science classes. The course is a rapid coverage of high school level algebra-a manipulative skills class. Topics include factoring, quadratic equations, fractional equations, exponents and radicals, lines, linear systems, inequalities, functions, and graphs.
EDU172	Accounting 252, Principles of (FMDP FM3U02)	46	187	Columbia Basin College	Fundamentals of accounting as applied to actual business situations. The accounting cycle for service and merchandising firms - controlling purchases and sales with business papers, special journals and subsidiary ledger.

EDU173	Accounting, Principles of (FMDP FM3U04, FM3U02)	46	187	Columbia Basin College	A continuation of BA252 (EDU172). Introduction of manufacturing and cost accounting. Analysis of financial statements, budgeting and cost volume analysis.
EDU174	Cost Accounting	48	453	WSU-TC Education	Management uses of cost information; cost systems and system design; cost analysis. PREREQUISITE: Acct. 231; Cpt. S105; Dec S 215; Math 201, 202
EDU175	Marketing Management and Policy	48	597	WSU-TC Education	Marketing management and administrative policies as they relate to concepts, strategies, and decision making.
EDU176	Sociology of Race Relations	40	400	WSU-TC Education	Basic understanding of race relations; major sociology concepts and theories regarding minority and majority group relations. Credit not granted for both Soc 480 and 580.
EDU177	Accounting, Intermediate I (FMDP FM3U05)	48	453	WSU-TC Education	Theory underlying the determination of income; analysis of financial statements. Equivalent CBC
EDU178	Environmental & Natural Resources Issues & Ethics	48	777	WSU-TC Education	May be repeated for credit; cumulative maximum 7 hours. Same as NATRS 594. Ethical systems applied to natural resources; issues of professionalism and ethics in natural resources management.
EDU179	Fundamentals of Industrial Hygiene	48	597	WSU-TC Education	Overview of industrial hygiene and the protection of people in the occupational work environment.
EDU180	Principles of Management & Organization	48	453	WSU-TC Education	Principles of management and administration aimed at improving effectiveness of all types of organizations.
EDU185	Meteorology	44	597	WSU-TC Education	See WSU catalog.
EDU186	Retail Management	48	453	WSU-TC Education	Retailing system; organization, merchandising models, pricing, promotion, location, and control procedures; management decision processes. PREREQUISITE: Math 201; Mktg 360
EDU187	Gender and Culture	48	453	WSU-TC Education	Cross-cultural examination of the status and roles of women and men, the institution of marriage, and symbols of gender valuation.
EDU189	Accounting, Intermediate II (FMDP FM3U04)	2	450	WSU-TC Education	Theory underlying the determination of income; analysis of financial statements.
EDU190	Viscous Fluid Mechanics	48	597	WSU-TC Education	Deterministic fluid phenomena, exact solutions of Navier-Stokes equations, boundary layer analysis, vorticity generation and development, stability and transition.
EDU191	Technical & Public Communication in Environmental Science	32	398	WSU-TC Education	Development of written and oral communication skills for practical application in the field of environmental science.

EDU192	Project Management (93-3)	48	471	WSU-TC Education	The course covers the use of tools/techniques designed to enhance and maximize project results, fundamentals of project management through both textual and case study materials, terminology such as Gantt and PERT charts, work plans and bs.
EDU193	Business Strategy and Policy	48	453	WSU-TC Education	Contact WSU for course description.
EDU194	Environmental Toxicology	45	0	Colorado School of Mines	See college catalog.
EDU195	Manufacturing and Operation Design and Strategy	48	597	WSU-TC Education	Graduate level counterpart of EM460; additional requirements. Credit not granted for both EM460 and 560.
EDU196	JAPANESE PROGRAM FOR PROFESSIONALS (PART II)	48	495	University of Washington	See College Course Catalog for Description
EDU197	Problems in Financial Management	48	597	WSU-TC Education	Application of financial principles to problems in financial management; credit policy, capital budgeting, leasing and mergers, cash management. PREQUISITES: FIN 502.
EDU198	Fundamentals of Industrial Safety	48	453	WSU-TC Education	Fundamentals of industrial safety, applicable health and safety regulations; identification of current safety-related issues.
EDU199	Spreadsheets	19	103	Columbia Basin College	See college catalog
EDU200	Hazardous Waste Engineering	48	597	WSU-TC Education	Hazardous waste properties, chemodynamics, and health effects; introduction to risk assessment; design of soil and groundwater remediation systems.
EDU201	Convective Heat Transfer	48	597	WSU-TC Education	Derivation of the energy conservation equation; laminar and turbulent forced convection heat transfer with internal and external flow; free convection.
EDU203	Graduate Seminar in Negotiations	48	597	WSU-TC Education	Bargaining skills across a broad range of business settings; experiential work. Credit not granted for both MGT 485 and 585.
EDU204	Performance Management in Technical Organizations	48	453	WSU-TC Education	Management of high technology organizations; planning, measurement, and human factors in improving high technology organizations; productivity, motivation, and performance systems.
EDU205	Environmental Measurements	54	632	WSU-TC Education	Graduate-level counterpart of CE415; additional requirements. Credit not granted for both CE415 and 515. Lab by arrangement. Theory and laboratory measurement techniques used in analyzing environmental quality parameters.
EDU206	Graduate Seminar	18	228	WSU-TC Education	May be repeated for credit; cumulative maximum 2 hours. Lectures and reports on current developments in research and practice.
EDU207	Hazardous Waste Management (93-3)	48	711	WSU-TC Education	This course covers environmental, technical, and political aspects of hazardous waste management, evaluative methods, risk assessment, and current management requirements.

EDU209	Calculus, Basic	46	200	Columbia Basin College	Analytical problem solving.
EDU210	Accounting for Public Organizations	44	500	WSU-TC Education	Conceptual and procedural accounting issues involving public sector organizations.
EDU211	Technical Writing	46	222	Columbia Basin College	Fundamental principles of organizing, developing, and presenting technical material logically, concisely, and effectively to meet requirements of various situations and audiences.
EDU212	Air Conditioning	28	677	WSU-TC Education	See WSU Catalog for course description.
EDU213	Field Ecology	32	476	WSU-TC Education	Vegetation sampling and habitat type classification using Pacific Northwest communities. Field trips required. This course is the graduate-level counterpart of Bot 463.
EDU214	Air Pollution Abatement and Administration	48	326	WSU-TC Education	Air quality management, criteria, and standards administration of air pollution control agencies; enforcement, inspection and surveillance.
EDU215	Business Information Systems	38	290	WSU-TC Education	Information systems foundations, development, applications, and management in business.
EDU216	Energy Production And The Environment	24	411	WSU-TC Education	Evaluation of the impact of nuclear and other forms of energy production on humans and the environment.
EDU217	Decision Analysis For Engineering Managers	36	495	WSU-TC Education	A wide range of current high interest engineering management topics.
EDU218	Safety Engineering & Technology II	40	0	University of Montana	See college catalog.
EDU219	Consumer Behavior	45	489	WSU-TC Education	Theory in consumer and buyer behavior; conceptual and empirical research role of purchase and consumption behavior on society and marketing.
EDU220	Hazardous Materials Management, Principles of	32	475	Regents College (University of	Survey of scientific, regulatory, and sociopolitical aspects of hazardous materials management. Discusses hazard definitions, California and federal regulations, management of risks during production, storage, transportation, management of hazardous wastes, toxicology, personal protection and safety
EDU221	Environmental Assessment	48	684	WSU-TC Education	See college catalog.
EDU222	Thermal Radiation Process	48	597	WSU-TC Education	Thermal radiation within enclosures, ideal and real surfaces; radiative process within absorbing/emitting media; applications to furnaces, solar energy systems.
EDU223	Quality Management	48	453	WSU-TC Education	Overview of the total field of quality, including strategic quality management programs, quality assurance, quality control and product design.

EDU224	Industrial Operations Safety	48	270	Central Washington University	Each weekend of the course will focus on different aspects of 'Engineered' safety features. - Local wood products facility - machine guarding (small equipment, forklifts, ventilation - Boise Cascade Container Division - machine guardproduction lines, noise reduction - FFTF Class will be very 'hands-on', and will focus on OSHA/WISHA compliance, Insurance Loss Control, and Employee Safety
EDU225	Operations Research For Managers	48	453	WSU-TC Education	Applying linear, integer, goal programming; network optimization; queueing analysis; dynamic programming; simulation; Markov analysis; and forecasting to engineering management decisions.
EDU226	Master's Special Problems, Directed Study in Engineering Management	40	777	WSU-TC Education	By arrangement. Variable credit. S, F grading.
EDU227	Statistical Methods in Engineering	64	711	WSU-TC Education	See WSU Catalog for course description.
EDU228	Law For The Business Manager	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU229	Financial Management for Engineers	48	561	WSU-TC Education	A wide range of current high interest engineering management topics.
EDU230	Personnel And Human Resource Management	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU231	Radiological Science, Introduction to	32	456	WSU-TC Education	Fundamentals of atomic physics; interactions of radiation with matter; radiation dosimetry and biology, radioecology and radiological health protection.
EDU232	Principles of Toxicology	48	684	WSU-TC Education	Principles of modern, predictive toxicology; actions, biological disposition and environmental fate of natural products, drugs, pesticides, food chemicals and pollutants.
EDU233	Personnel and Human Resources Management	48	453	WSU-TC Education	Policy and practice in human utilization. - Selecting - Training - Motivation - Evaluating - Compensating employees - Labor relations - EEO Legislation
EDU234	Hazardous Waste Treatment	64	948	WSU-TC Education	Principles of operation and application of processes in design of technologies used in hazardous waste treatment and remediation. PREREQUISITIES: CE446
EDU235	Stress Management	48	120	Columbia Basin College	A study of the causes of human stress ad how to manage or minimize this stress. Theories, implications, and techniques such as muscle relaxation, meditations, and biofeedback are emphasized.
EDU236	Environmental Engineering Unit Operations	45	684	WSU-TC Education	Theory and design of physical and chemical unit operations of water and wastewater treatment systems.
EDU237	Radiation Ecology	33	302	WSU-TC Education	The fate and effect of radionuclides in the natural environment and the use of radiation for studying ecological processes.

EDU238	Environmental Chemistry	48	302	WSU-TC Education	Natural water chemistry, organic processes, kinetics, thermodynamics, modeling in lake, river, and sea water.
EDU239	Organizational Behavior	32	684	WSU-TC Education	Same
EDU240	Elemental Industrial Hygiene - Home Study Course	110	0	Aiha	The course is divided into nine sections-- eight lessons, and a final exam in a convenient three-ring binder. The Student Manual provides all the materials you will need to get started. Each lesson consists of required reading, working problems, taking mock tests, memorizing important information, and taking a written essay type test to reinforce your learning process. Topics covered are vital to effective industrial hygiene practice: - History and Objectives of Industrial Hygiene and a Review of Math and Statistics -Physiology, Toxicology, Occupational Medicine, Laws and Standards -Air Sampling, Chemistry, Analytical Techniques -General Methods of Control and Ventilation -Respiratory Protection and Other Personal Protective Equipment and Clothing -Indoor Air Quality, Air Pollution, and Ergonomics - Thermal Environments (heat and cold stress) and Sound, Noise, and Hearing Prevention -Ionizing Radiation and Non-Ionizing Radiation
EDU241	Topics In Thermal And Fluid Sciences	48	684	WSU-TC Education	Advanced topics in thermodynamics, heat transfer or fluid mechanics; analytical and experimental methods.
EDU242	Air Pollution Control Engineering	48	739	WSU-TC Education	Measurement and control of air pollution; engineering design calculations; equipment and process.
EDU244	Conduction Heat Transfer	48	754	WSU-TC Education	Analytic methods applied to multidimensional steady-state and transient conduction heat transfer, melting and ablation, numerical methods.
EDU245	Software Process Management	70	1914	University of Idaho-Engineeri	See University of Idaho Catalog.
EDU246	Algebra, Basic	46	267	Columbia Basin College	Includes real numbers, operations of real numbers, applications of the fundamental theorem of arithmetic, introduction to linear equations, solutions of linear equations and applications of linear equations.
EDU248	Human Factors in Engineering Design	70	1914	University of Idaho - Engineer	See University of Idaho Catalog.
EDU249	Abnormal Psychology	46	215	Columbia Basin College	See Columbia Basin College Catalog for specific class details.

EDU250	English 310	19	159	Eastern Oregon State College	The focus of this course is Bram Stoker's Dracula. Beginning with this focus, we will look back to the mythological and historical roots of the legend and forward to literary and cinematic variations on it. The novel and a collection of fire stories are to be read prior to the first class meeting. Class time will be occupied with lectures on historical and mythological background, discussion of the novel and vampire stories in relation to film interpretations.
EDU251	Spanish 101	46	222	Columbia Basin College	Introduction to the Spanish language (including conversational skills, reading, writing and grammar) and Hispanic culture (including geography, customs, daily life and heritage).
EDU252	Self, World, and God	80	445	Eastern Oregon State College	The quest for understanding ourselves, the world, and our possible relation to the divine is as old as philosophy itself. This course will introduce classic questions about the nature of mind and body, free will, and life after death. This course is an individualized study course.
EDU253	Literature, Introduction to	64	313	Eastern Oregon State College	Study of the basic forms of literary expression: fiction, drama, poetry. Emphasis on careful reading and guided analysis of representative works ranging from classic to contemporary. This is an individualized study course.
EDU254	Differential Equations and Dynamics	46	509	Columbia Basin College	Solutions to first-order and higher-order differential equations. Linear differential equations. Introduction to Laplace Transforms, series solutions and numerical methods.
EDU255	Environmental Groundwater Modeling	48	195	Office of Training and Education	This is a survey course that will introduce the fundamentals of groundwater flow modeling. The processes of conceptualizing, constructing, constraining, calibrating, and predicting will be emphasized. There will be hands-on experience with existing complex models in addition to creation of simple models.
EDU256	Managerial Economics	48	840	City University	Organizations of the future must be able to adapt rapidly to a dynamic economic environment. Strategy, stakeholders, and information based decision making are the most important elements of managerial economics in a strategic systems organizational environment. Within this context, the course will provide an in-depth analysis of demand and supply market pricing and customer behavior.

EDU257	Operational Management	48	840	City University	Old systems must be transformed if organizations are to survive the rapid changes of today's global economic environment. Central to this transformation is the need for a whole systems approach to organization and management. Specific this course will cover organizations and organization theory from a traditional and transformational view thus describing the transition from the industrial age to the information age. New perspectives, contexts and processes of organization will be explored.
EDU258	International Business	48	0	City University	The conduct of business in its global context; social, cultural, political and economic factors affecting international commerce; national policy, and multinational corporate operations; commercial factors influencing United States firms world trade.
EDU259	Business Policy	48	0	City University	Analysis of operational situations and policy issues; the development and implementation of long- and short-term strategies in business organizations. The knowledge and skills gained in other courses are deployed to develop practical oration-wide management policies.
EDU260	Management Accounting	48	840	City University	This course covers the role of accounting in managerial decision-making for both public and private sector organizations; the influence of accounting practices on resource allocation; the reporting, control and analytic environment in wthe manager and the accountant function; budgeting, cost concepts, and responsible accounting systems.
EDU261	Managerial Communications & Research Methods	64	840	City University	Central to managing strategic systems are vision, teamwork and information based decision making. Each of these elements is dependent on effective communications, This course examines various forms of organizational communications and provides practical experience in writing for a vaety of communication situations, e.g., business letters, memoranda, proposals, and analytical reports. Emphasis is on the way learners can develop strategic understanding and control over their interpersonal skills in producing communication productThe course also examines audience analysis, theory of oral presentations, ethical aspects of writing, style and design, and research methodology.

EDU262	Management Information Systems	64	840	City University	The roles of information and information processing in supporting the organization's strategic systems will be explored. Students will develop a manager's view of information systems purchase or development that is based on user require. The focus is on information based decision making and managing information technology with the goal of continuously improving the effectiveness, efficiency, and/or profitability of the organization.
EDU263	Organizational Behavior	48	840	City University	Within the strategic systems model, learning is an organizational imperative. This imperative poses a unique challenge as managers and stakeholders work within the human systems of the organization. Consequently, students gain an understanding of individuals, groups and organizational dynamics that are essential to effectively supporting continuous improvement. This course explores the key issues of individual differences, individual and organizational learning, motivation, team effectiveness, orgizational change and related issues of organizational behavior.
EDU264	Organization and Management	48	840	City University	The structure and design of the managerial hierarchy; the impact of environment and technology; intra-organizational communication and strategies for improvement; evaluation of the effectiveness and efficiency of organizational systems.
EDU265	Leadership and Management	48	0	City University	The leadership component in management; attributes of the leader; emphasis on self-knowledge and self-assessment as a basis for self-management in the wider framework of managerial inter-relationships.
EDU266	Principles of Finance	48	840	City University	This course covers the principals of finances for management of the firm; an overview of finance and business organizations, financial markets and interest rates, financial statement analysis, valuation of the firm, risk and return, capitructures, and costs of capital and dividend policy.
EDU267	Legal Systems in a Global Economy	64	840	City University	The shift to a global economic environment has created a variety of challenges for modern organizations, As competition increases in established markets, developing new markets overseas has become a strategic alternative for main organins. The challenges of such a strategy are many, not the least of which are the legal challenges. This course is designed to explore the legal content of multinational business operations, comparative law and regulation as established in the United ates and selected Asian and European nations, and the legal liability in global commerce.

EDU268	Human Resource Management	64	0	City University	The optimum organization and employment of human resources to accomplish organizational objectives; personnel functions in recruitment, selection, training, promotion and succession planning; relevant behavioral research. PREREQUISITE: mended - MC535.
EDU269	Marketing Management	64	840	City University	A key strategic system within modern organizations is the system of product/service promotion. Today's global economic environment has forces all organizations, public or private, profit or non-profit, to effectively communicate with their customers regarding their products and/or services. This course will review various applications of marketing concepts based on an organization's finite resources and continuously changing vironment. Considering customer needs, this course will explore product/service development, promotional techniques, pricing strategies, and distribution alternatives.
EDU270	Quality Management and Statistical Methods	48	840	City University	Quality management and the concept of continuous improvement are key to understanding and managing successful organizational systems in the information age. This course focuses on the tools necessary for gaining knowledge of systems and processes, minimizing mistakes and defects in systems and processes, reducing process complexity, stabilizing systems and proceses, and ultimately, to improving processes and systems to benefit customers and stakeholders.
EDU271	Spanish 102	46	248	Columbia Basin College	Introduction to the Spanish language (including conversational skills, reading, writing and grammar) and Hispanic culture (including geography, customs, daily life and heritage).
EDU272	Microcomputers, Introduction to	28	172	Columbia Basin College	See CBC CATALOG.
EDU273	Energy Management and Planning	32	302	WSU-TC Education	See WSU Catalog for course description.
EDU274	Special Project	32	684	WSU-TC Education	See WSU Catalog for course description.
EDU275	Master's Research in Civil Engineering	32	684	WSU-TC Education	See WSU Catalog for course description.
EDU276	Environmental Health Assessment	32	302	WSU-TC Education	See WSU Catalog for course description.
EDU277	Environmental Toxicology	48	453	WSU-TC Education	See WSU Catalog for course description.

EDU278	Technical Managerial Effectiveness	32	0	City University	Major course topics include: - Interpersonal communications in the technical environment - Proposal development and presentations for non-technical personnel - Human dynamics in the small group - Formal and informal systems, marketinects of innovation - Leadership and time management - Wage and salary administration - EEO, testing, evaluation, and elements of the hiring process - The management of creativity
EDU279	MACRO Economics	48	453	WSU-TC Education	Theory and policy related to unemployment, inflation, foreign trade, government spending, taxation, and banking.
EDU280	Seminar is Marketing - Behavior/Economic Aspects	48	636	WSU-TC Education	See WSU Catalog for course description
EDU281	Doctoral Research, Dissertation and/or Examination	48	476	WSU-TC Education	See WSU Catalog for course description.
EDU282	Groundwater Hydrology	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU283	Creating Change in Organizations (Consulting)	48	804	City University	See college catalog.
EDU284	Special Topics in Political Science: Public Administration	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU285	Master's Research, Directed Study in Environmental Science and Regional Planning	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU286	Master's Special Problems, Directed Study, and/or Examination in Business	48	424	WSU-TC Education	See WSU Catalog for course description
EDU287	Industrial Hygiene	40	0	University of Montana	See College Catalog.
EDU288	Topics in Computer Science: Java Programming	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU289	Seminar in Training and Consultation	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU290	Nuclear Chemistry at Hanford (93-3)	40	326	WSU-TC Education/CK Liu	Topics covered include: -Nuclear and radiochemistry fundamentals -Reactor physics -Data quality objectives - Properties of irradiated fuel -Chemical properties of Hanford Tank Waste - Recent developments in the field of nuclear fuel and itsntial application in radio-analytical chemistry field.
EDU291	Safety Administration & Programs	48	0	University of Montana	See College Catalog.
EDU292	Hazardous Materials Management	48	0	University of Montana	This course provides an in-depth examination of federal, state and local regulations and requirements for hazardous materials and wastes.
EDU294	Manufacturing Processes, Advanced	48	684	WSU-TC Education	See WSU Catalog for course description.
EDU295	Strategy Formulation and Organizational Design	48	471	WSU-TC Education	See WSU Catalog for course description.

EDU296	Engineering Aspects of Environmental Chemistry	48	596	WSU-TC Education	See WSU Catalog for course description.
EDU297	Advanced Topics In Microbiology	30	457	WSU-TC Education	See WSU Catalog for course description.
EDU298	Speech Essentials (FMDP FM7B01)	48	150	WSU-TC Education	See Columbia Basin College Catalog.
EDU300	Law of Business Organizations (FMDP FM3U10)	48	453	WSU-TC Education	Law of partnerships, corporations, securities regulation, secured transactions and bankruptcy.
EDU301	Radiation Science, Introduction	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU302	Methods of Health and Physical Education	48	494	WSU-TC Education	See WSU Catalog for course description.
EDU303	PWR/BWR Systems	46	257	Columbia Basin College	See CBC Catalog.
EDU304	Reactor Physics	46	257	Columbia Basin College	See CBC Catalog.
EDU305	Motivation	48	495	WSU-TC Education	See WSU Catalog for course description.
EDU306	Manufacturing Processes	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU307	Principles of Conservation	64	628	WSU-TC Education	See WSU Catalog for course description.
EDU308	Ecosystem, The	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU309	Behavior Disorders of Children and Adolescents	48	495	WSU-TC Education	See WSU Catalog for course description.
EDU310	Field Stream Ecology	32	302	WSU-TC Education	See WSU Catalog for course description.
EDU311	Historical Development of Psychology	48	500	WSU-TC Education	See WSU Catalog for course description.
EDU312	Seminar In Environmental Sciences and Regional Planning	16	232	WSU-TC Education	See WSU Catalog for course description.
EDU313	Marketing	48	453	WSU-TC Education	See WSU catalog
EDU314	Psychology Research Participation	48	165	WSU-TC Education	See WSU Catalog for course description.
EDU315	Micro Economics	48	267	Columbia Basin College	See CBC catalog
EDU316	Human Relations in Business	46	267	Columbia Basin College	Study of the individual and his or her growth and development. Course is designed to enable students to establish goals and lead others in the accomplishment of those goals. It is aimed at heightening the students' awareness of leadersand management.
EDU317	Finite Math	46	267	Columbia Basin College	See CBC Catalog.
EDU318	Geology of the John Day Country	48	238	Eastern Oregon State College	See College catalog.
EDU319	Geology of the Columbia Gorge	32	159	Eastern Oregon State College	See College catalog.
EDU320	Geology of the Oregon Coast	32	159	Eastern Oregon State College	See College catalog.
EDU321	Geology of the Oregon Cascades	32	159	Eastern Oregon State College	See College catalog.
EDU322	Pollution Prevention, Introduction to	48	776	WSU-TC Education	See WSU Catalog for course description. PREREQUISITES: SEE WSU Catalog.
EDU323	General Chemistry	28	0	Columbia Basin College	See Columbia Basin College Catalog for specific class details.

EDU324	Social and Environmental History of Hanford	16	314	WSU-TC Education	See WSU Catalog for course description. PREREQUISITES: See WSU Catalog.
EDU325	Special Topics: Soil and Groundwater Contamination	16	314	WSU-TC Education	See WSU Catalog for course description.
EDU326	Thermodynamic Systems	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU327	Industrial Hygiene	40	467	Central Washington University	This course covers the concepts of basic toxicology, anatomy/physiology, and recognition of health hazards.
EDU328	Systems Approach I	48	0	Portland State University Cash	Fundamental concepts in theory, application, and philosophical foundations of the systems paradigm.
EDU329	General Biology & Lab	46	267	Columbia Basin College	See college catalog.
EDU330	Module: Art and Music Education	32	424	WSU-TC Education	See WSU course catalog for content information
EDU331	Organizational Development II	50	0	Leadership Institute of Seattl	Theories and skills of influencing effective organizational functioning, with emphasis on understanding pathological behavior. This course will improve my interpersonal and facilitator skills.
EDU332	Organizational Development I	50	0	Leadership Institute of Seattl	Theories and skills of influencing effective organizational functioning, with emphasis on understanding pathological behavior. This course will improve my interpersonal and facilitator skills.
EDU333	Human Development and Life Cycle I	50	0	Leadership Institute of Seattl	Examines stages and cycles in child, adolescent, and adult development across the life span, giving attention to how personality is shaped within multicultural contents, benefit: more effective and dynamic employee.
EDU334	Leadership and Imagination	33	1275	Gonzaga University	See Gonzaga University Catalog for course description.
EDU335	Developing Learning CommunitiesI	50	0	Leadership Institute of Seattl	Teaches skills in creating well functioning groups such as work teams, organizations, family systems. This course will improve my interpersonal and facilitator skills.
EDU336	Developing Learning Communities II	50	0	Leadership Institute of Seattl	Teaches skills in creating well functioning groups such as work teams, organizations, family systems. This course will improve my interpersonal and facilitator skills.
EDU337	Group Membership I	50	0	Leadership Institute of Seattl	Develops skills in effective group participation from the role of a member (not leader). Intensive, small-group learning laboratory. This course will improve my interpersonal and teamworking skills.
EDU338	Family or Origin Theory and Practice I	50	0	Leadership Institute of Seattl	Learn theories of family systems. Identify and resolve key family of origin issues, leading to increased professional competence. Will lead to more effective functioning in work systems.
EDU339	Physical Geology I & Lab	46	223	Columbia Basin College	See Columbia Basin College Catalog for specific class details.

EDU341	Bioremediation of Hazardous Waste	48	453	WSU-TC Education	Applications of bioremediation to in situ subsurface treatment of hazardous waste; subsurface microbial degradation as related to microbial ecology. Course material will include; Principles and applications of bioremediation to hazardous waste sites; Biokinetics and biokinetic experiments, measurements and modeling; Engineering issues in bioremediation; biofilms, in situ bioremediation, innovative biotechnologies, public and regulatory acceptance.
EDU342	Basic Language and Lab (FM3U14)	46	267	Columbia Basin College	See Columbia Basin College Catalog for specific class details.
EDU343	Social Context of Education	32	424	WSU-TC Education	See WSU Catalog for course description.
EDU344	Environmental Geology (93-3)	48	471	WSU-TC Education	This course covers geological hazards and geological problems associated with human activities. Field trip required. This course carries graduate credit.
EDU345	Organic Chemistry, Seminar in	32	314	WSU-TC Education	See WSU Catalog for course description.
EDU346	Management Projects	48	636	WSU-TC Education	See WSU course catalog for content information
EDU347	Human Diversity in Systems	50	0	Leadership Institute of Seattl	See Leadership Institute of Seattle catalog.
EDU348	Statistical Methods	50	0	Leadership Institute of Seattl	See Leadership Institute of Seattle catalog.
EDU349	Understanding Problem Behavior	50	0	Leadership Institute of Seattl	See Leadership Institute of Seattle catalog.
EDU350	Systemic Assessment and Diagnosis	50	0	Leadership Institute of Seattl	See Leadership Institute of Seattle catalog.
EDU351	Group Development	50	0	Leadership Institute of Seattl	See Leadership Institute of Seattle catalog.
EDU352	Fundamentals of Counseling	50	0	Leadership Institute of Seattl	See Leadership Institute of Seattle catalog.
EDU353	Creating Healthy Organizations	50	0	Leadership Institute of Seattl	See Leadership Institute of Seattle catalog.
EDU354	Special Topics in Environmental Science and Regional Planning	16	476	WSU-TC Education	See WSU Catalog for course description.
EDU355	Linear System Theory	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU356	Random Processes in Engineering	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU357	Digital Systems Architecture	64	604	WSU-TC Education	See WSU Catalog for course description.
EDU358	Digital Systems Architecture, Advanced	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU359	Applied Probability	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU360	Linear Multivariable Control	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU361	Adaptive Control	48	0	WSU-TC Education	See WSU Catalog for course description.

EDU362	Electrical Measurements and Transducers	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU363	Robotics	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU364	Protection of Power Systems I	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU365	Special Problems, Masters	64	628	WSU-TC Education	See WSU Catalog for course description.
EDU366	Argumentation	48	250	Eastern Oregon State College	See college catalog.
EDU367	Fundamentals of Public Speaking	48	240	Eastern Oregon State College	See College catalog.
EDU368	Plant Identification	46	267	Columbia Basin College	See Columbia Basin College course catalog
EDU369	Control of Radioactive Wastes	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU370	Ventilation	40	860	Tulane University	See Tulane catalog.
EDU371	Health Management and Systems Administration	40	860	Tulane University	See Tulane catalog.
EDU372	Precalculus I	36	222	Columbia Basin College	This course together with Precalculus II is designed to prepare the student for entry into the 200-level calculus sequence: MTH201, MTH202, MTH203 and MTH204. The topics include absolute value, complex numbers, linear and quadratic equatrational, polynomial, exponential and logarithmic functions, inverse functions, theory of equations, and sequences and series.
EDU373	Personality, Introduction to	36	270	WSU-TC Education	See WSU Catalog for course description.
EDU374	Symbolism In Photography	48	255	Eastern Oregon State College	Exploring photographic imagery through archetypal and contemporary symbols. Includes photo excursion into the community to discover, record and interpret local examples of symbolism. We will also use symbolism to strengthen the student'work.
EDU375	Inorganic Chemistry I	46	239	Columbia Basin College	See CBC catalog.
EDU377	Chemistry, Principles of	64	628	WSU-TC Education	See WSU Catalog for course description.
EDU378	Database Management Systems	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU379	Priniciples of Ecology	48	195	The Office of Training and Edu	This course will give comprehensive introduction to the science of ecology. The Study of interactions between organisms and the environment. All major areas of ecology will be considered including:Environmental limiting factors on plants and animals, life history patterns, demography and population growth, evolutionary ecology, interactions between organisims such as competition, predation and mutialism, community and ecosystem ecology, and global systems ecology. The course will consist of 4 modular segments, each followed by an examination, for a total of 42, 50-minute lectures on 21 tapes.
EDU380	Business Telecommunications and the Internet	48	471	WSU-TC Education	See WSU Catalog for course description.

EDU381	Calculus w/ Analytical Geometry II	46	238	Columbia Basin College	See Columbia Basin College Catalog for specific class details.
EDU382	Calculus w/ Analytical Geometry I	46	222	Columbia Basin College	See CBC catalog.
EDU383	Political Sociology	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU386	Presentation Skills, Advanced	16	395	WSU-TC Professional Developmen	Topics covered include: *Presentation skills overview *First presentation *Persuasive presentations overview *Financial and technical presentations overview * Second presentation * Content organization * Delivery * Media * Facilitation skills overview *Third presentation PREQUISITE: Prior attendance in Presenting for Effects equivalent training or experience is recommended.
EDU387	Calculus w/ Analytical Geometry III	46	222	Columbia Basin College	See CBC catalog.
EDU388	Calculus, Multi-Variable	46	222	Columbia Basin College	See CBC catalog.
EDU389	Finite Element Methods in Design	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU390	Dynamics of Machinery	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU391	Principles of Interpersonal Communication-Theoretical Lit., Advanced	48	453	WSU-TC Education	Theoretical literature relevant to analyzing relationships; students use this information to analyze a relationship.
EDU392	Inorganic Chemistry II	46	0	Columbia Basin College	See CBC catalog.
EDU393	Total Quality Management	48	1780	National Technology University	See National Technology University Catalog.
EDU394	Innovation in Design	32	314	WSU-TC Education	See WSU Catalog for course description.
EDU395	Principles of Economics I	46	0	Columbia Basin College	See CBC catalog.
EDU396	English Composition	46	0	Columbia Basin College	See CBC catalog.
EDU397	Dynamics	28	225	Columbia Basin College	See CBC catalog.
EDU398	Environmental Toxicology Risk Assessment	32	494	WSU-TC Education	
EDU399	Seminar in Analytical Chemistry	16	247	WSU-TC Education	See WSU Catalog for course description.
EDU400	Organic Reaction Mechanisms	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU401	Precalculus II	48	222	Columbia Basin College	This course is the second quarter of the precalculus sequence. It is predominantly trigonometry. The topics include trigonometric functions and their inverses, solving triangles, circular functions, identities, conditional equations, cx numbers in polar form, parametric and polar equations, systems of equations, matrices and determinants, and vectors.
EDU402	Business Process Reengineering	36	0	WSU Education	See GWU Catalog for course description.
EDU403	Preparing and Analyzing Performance-Based SOW	48	0	•WSU Education	See GWU Catalog for course description.
EDU404	Health Risk Assessment	43	1140	Tulane University	See Tulane University Medical Center Catalog

EDU405	Information Systems Management	48	714	WSU-TC Education	Data processing organization; operations, application development, computer selection, management of computer personnel and systems.
EDU406	Physical Agents	36	740	Tulane University Medical Cent	Meteorology
EDU407	Biostatistics	36	1110	Tulane University Medical Cent	Meteorology
EDU409	Marketing High Technology	64	0	City University	See City University catalog.
EDU410	Humanities 310 - Are You Listening?	19	165	Eastern Oregon State College	See Eastern Oregon State College catalog for course description.
EDU411	Social Psychology	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU413	Computer Logic, Basic	46	238	Columbia Basin College	See CBC Catalog for course description.
EDU414	Pascal Language	48	238	Columbia Basin College	See CBC Catalog for course description.
EDU415	Data Structures	48	238	Columbia Basin College	See CBC Catalog for course description.
EDU416	C Language	46	248	Columbia Basin College	See CBC Catalog for course description.
EDU417	Cobol Language	46	248	Columbia Basin College	See CBC Catalog for course description.
EDU418	Networks	46	248	Columbia Basin College	See CBC Catalog for course description.
EDU419	System Design	46	248	Columbia Basin College	See CBC Catalog for course description.
EDU420	D Base Systems	46	248	Columbia Basin College	See CBC Catalog for course description.
EDU421	Thermal Fluids Laboratory	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU422	Inorganic Chemistry	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU423	Computer Systems	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU424	System Safety	64	350	Central Washington University	See CWU Catalog.
EDU425	Heat Transfer	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU426	Electrical Circuits, Introduction to	32	307	WSU-TC Education	See WSU Catalog for course description.
EDU427	Technical and Professional Writing	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU428	Nuclear Reactor Analysis, Introduction to	64	0	WSU-TC Education	See WSU Catalog for course description.
EDU429	Communications Systems	48	453	WSU-TC Education	See CBC Catalog for course description
EDU430	Calculus I	64	628	WSU-TC Education	See WSU Catalog for course description.
EDU431	Paralegalism, Introduction to	28	222	Columbia Basin College	
EDU432	Native Peoples of the North	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU433	Management Principles	46	0	Columbia Basin College	See CBC Catalog for course description
EDU434	Personnel Management	46	0	Columbia Basin College	See CBC catalog.
EDU435	Contract Law	28	0	Columbia Basin College	See CBC Catalog for course description
EDU436	Leadership Development	28	0	Columbia Basin College	See CBC Catalog for course description
EDU437	Greeks, The	28	0	Columbia Basin College	See CBC Catalog for course description
EDU438	English Literature	46	0	Columbia Basin College	See CBC Catalog for course description

EDU439	Cinema, The	28	0	Columbia Basin College	See CBC Catalog for course description
EDU440	Oral Interpretation	28	0	Columbia Basin College	See CBC Catalog for course description
EDU441	Human Biology & Lab	46	0	Columbia Basin College	See CBC Catalog for course description
EDU442	Physical Geology & Lab	46	0	Columbia Basin College	See CBC Catalog for course description
EDU443	Field Ecology	32	302	WSU-TC Education	See WSU Catalog for course description. Credit not granted for both Bot463 and 563.
EDU445	Spanish 103	46	248	Columbia Basin College	See CBC Catalog. PREREQUISITE: SPA102 or instructor's permission.
EDU446	Engineering Graphics	32	314	WSU-TC Education	See WSU Catalog for course description.
EDU447	Master's Special Problems, Directed Study in Civil Engineering	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU448	Instrumental Analysis of Environmental Contaminants	48	453	WSU-TC Education	Theory and methods of analysis of water and water suspensions for contaminants using electrometric, spectrophotometric, and chromatographic techniques. (a/y). Cooperative course taught by WSU, open to UI students.
EDU449	Bio Science	64	628	WSU-TC Education	See WSU Catalog for course description.
EDU450	Calculus II	64	628	WSU-TC Education	See WSU Catalog for course description.
EDU451	Core Biology - Cell & Lab	46	339	Columbia Basin College	See college catalog.
EDU452	Writing About Literature	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU453	Reason, Romanticism, and Revolution	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU454	Technical and Professional Writing, Advanced	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU455	Statics	46	343	Columbia Basin College	Vectors, types of forces, vector addition, moments, conditions for equilibrium, free-body diagrams and conventions, coplanar and non-coplanar force systems, and load analysis of basic trusses and frames.
EDU456	Master's Special Problems, Directed Study in Env. Science & Regional Planning	32	494	WSU-TC Education	See WSU Catalog for course description.
EDU457	Linear Algebra	32	314	WSU-TC Education	See WSU Catalog for course description.
EDU458	Legal Procedures	46	339	Columbia Basin College	See CBC Catalog for course description
EDU459	Legal Research and Writing	46	339	Columbia Basin College	See CBC Catalog for course description
EDU460	Legal Research and Writing, Introduction to	46	223	Columbia Basin College	See CBC Catalog for course description
EDU461	Probability and Statistics	48	453	Eastern Oregon State College	See WSU Catalog for course description.
EDU462	Accounting 230	48	453	Cbc	See WSU Catalog for course description.
EDU463	Accounting 231	48	453	Cbc	See WSU Catalog for course description.
EDU464	Algebra/Geometry	32	257	Columbia Basin College	See CBC Catalog for course description.
EDU465	Statistics (FM3U18)	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU466	Dynamics	48	471	WSU-TC Education	See WSU Catalog for course description.

EDU467	Protection of Power Systems II	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU468	Cognition and Memory	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU469	Statics and Mechanics of Materials	64	628	WSU-TC Education	See WSU Catalog for course description.
EDU470	Materials Science	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU471	Engineering Draw II	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU472	Engineering Draw I	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU473	Engineering Physics III	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU474	Engineering Physics II	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU475	Independent Study with MIS Faculty	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU476	Law Office Management	46	154	Columbia Basin College	Office management including policies, budgeting, personnel, purchasing, billing, etc.
EDU477	Interview and Investigation	3	133	Columbia Basin College	Methods of successfully interviewing clients in a legal setting to put them at ease and obtain the necessary information needed by the attorney.
EDU478	Contract Law	46	154	Columbia Basin College	A three-quarter series of courses that study promissory agreements between two or more persons which create, modify or destroy legal relations. Courses include the study of offer, acceptance, and consideration.
EDU479	Torts	9	399	Columbia Basin College	A three-quarter series of courses that include an introduction to the field of personal injury case law. Emphasis on principles such as international injuries, negligent injuries, activities for which one may be held strictly liable and products liability; the student will also develop an understanding of the principles of case and tort analysis.
EDU480	Trial Preparation	3	133	Columbia Basin College	This course explores the use of investigative techniques in both the civil and criminal arenas, including crime scene and physical evidence, civil rules of evidence, and witness location and interviews. The class learns how the evidence gathered may eventually be used in trial through participation in a mock trial.
EDU481	Business Mathematics (FMDP FM3U18)	46	220	Columbia Basin College	Mathematical concepts used in business such as interest, buying, selling, and depreciation. Required by some majors for A.A.S. degree; does not satisfy math requirement for A.A. degree.
EDU482	Microcomputers/Lab, Introduction to	9	133	Columbia Basin College	An introductory course providing a comprehensive picture of data processing systems for business applications. Students will get hands-on experience with software packages including word processing, spreadsheets, and file management systems. Two hours lab per week.

EDU483	Entrepreneurial Success Training, Phase II	48	180	WSU-TC Education	Topics covered include: -The Basics of Your Business -Talking to Customers - Cash Flow Machine and Your Business - Marketing Concepts -Thinking Through Financial Statements -Your Operation: Efficiency and Effectiveness -Completing and Polishing Your Document -Bringing It All Together
EDU484	Accounting, Income Tax	48	417	WSU-TC Education	See WSU Catalog for course description.
EDU485	Geology of the Pacific Northwest	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU486	Environmental Engineering	15	302	WSU-TC Education	See WSU Catalog for course description.
EDU487	Biochemistry, Introductory	64	604	WSU-TC Education	See WSU Catalog for course description.
EDU488	Analytical Chemistry, Advanced	48	453	WSU-TC Education	Statistics in chemical analysis; sampling; control of contamination and losses in analysis; electrochemical methods; separation in analysis; spectroscopic techniques.
EDU489 EDU490	Epidemiology, Principles of Air Sampling and Analysis	40 60	860 1240	Tulane University Tulane University	Principles and techniques for evaluating exposure to airborne contaminants are presented in lectures, and practiced in two-hour laboratory sessions per week. Topics covered include air flow measurement, generation of controlled test atmospheres, total and respirable dust sampling, determination of particle size distribution, optical and electron microscopy, sampling of gases and vapors, and chemicals.
EDU491	Land Ethics Issues	16	302	WSU-TC Education	See WSU Catalog for course description.
EDU492	Special Problems in Chemistry	16	302	WSU-TC Education	See WSU Catalog for course description.
EDU493	Geomorphology in Archaeological Analysis	40	625	University of Nevada	This course teaches students how to apply principles of geomorphology sedimentation and stratigraphy to archaeological reviews.
EDU494	Water Quality Engineering Systems, Advanced Topics In	48	453	WSU-TC Education	Analysis and evaluation of natural water systems for retention and transport of pollutants and their associated impacts.
EDU495	History, U.S.	46	222	Columbia Basin College	A survey of American History from the post-Civil War era to the present. Emphasis is upon the political, social, economic, and cultural forces which have shaped modern America. Special emphasis is given to reform movements, race relations, World War I and II, the Great Depression, Vietnam, U.S.-Soviet relations since WWII, and politics through the early 1990s.
EDU496	Capstone Seminar	20	320	Eastern Oregon State College	This course will facilitate the development of a major research paper focused on a topic that encompasses both of the disciplines in the student's Liberal Studies program. Instruction will be provided in the research and writing process of research projects. The instructors will also serve as facilitators for the student on campus during the extended process of research and writing.

EDU498	Issues in the Administration of Criminal Justice	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU499	Argumentation (Speech/Communication Course)	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU500	Psychology, Clinical/Community	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU501	Navy Nuclear Power College Equivalency	0	565	Regents of New York College	Conversion of military training experience to college credits to obtain a Baccalaureate Degree in Nuclear Technology.
EDU502	Industrial Hygiene Paper Work Control HEPA Filter	48	771	Tulane University	See Tulane University Catalog.
EDU503	Government Budgeting & Finance	48	0	City University	A general survey of the methods of, and philosophy for, providing the financial resources to carry out government programs; levels of spending, budgeting, and fiscal policy; public expenditure and public revenue; decision-making with empon program budgeting, cost-benefit analysis, and zero-base budgeting; the effects of evolving tax policies on resource allocation, economic growth, and tax base issues. See CBC Catalog.
EDU504	Japanese	48	248	Columbia Basin College	
EDU505	Teaching Literacy in a Multicultural Setting II	48	900	WSU-TC Education	
EDU506	Management, Fundamentals of	48	471	City University	See City University Catalog.
EDU507	Managerial Leadership in the 21st Century	48	804	City University	See college catalog for course description.
EDU508	Hanford Social and Environmental History	48	471	WSU-TC Education	The course features prominent local guest speakers, an extensive day long tour of the Hanford Site, and a day long tour of Rattlesnake Mountain and the adjoining Arid Lands Wildlife Preserve. The course theme is Hanford: The Big Picture.course investigates fundamental questions like What is Hanford? What is Hanford's history? How has Hanford been socially constructed? What roles have various social institutions, groups, and individuals played in it's development? How has the ch ging mission of Hanford - from plutonium production to environmental cleanup - affected the way Hanford workers and surrounding communities relate to the installation? How do native Americans, ethnic minorities, women, downwinders, trade unionists aothers continue to play an important part in Hanford's future?
EDU509	History and Philosophy of Criminal Justice Administration, The	48	0	City University	The administration of criminal justice and an analysis of the criminal justice system from a historical perspective in conjunction with the basic ethical and philosophical concepts that constitute the foundation of that system.

EDU510	Decontamination & Decommissioning (D&D) Certificate Program	140	801	WSU-TC Education	Topics include radiation science, physical and chemical properties of hazardous and non-radioactive materials, risk assessment and pathway analysis, characterization, regulations, D&D engineering, technology, and practices, and project management. The program is designed to provide a D&D context for instruction on these topics drawn from instructor experience and D&D case studies. Capstone modules provide participants with opportunities to apply these topics in assessment exercises based on specific case studies.
EDU511	Principles of Engineering	38	0	Univ. of Maryland Univ. Colleg	See college catalog
EDU512	Japanese Program for Professionals	48	495	University of Washington	See college course catalog for description.
EDU514	PC Hardware	46	272	Columbia Basin College	See CBC course catalog.
EDU515	Finance (Interest Rates and Financial Markets)	48	510	WSU-TC Education	See WSU Catalog for course description.
EDU516	Business Law (Correspondence)	48	270	WSU-TC Education	NOTE: Student is responsible to register for attendance in course, and student MUST also send the original grades for reimbursement to DOE Training Department.
EDU517	Special Topics: Mapping & Measurement Tech in Ecology	48	510	WSU TC Education	NOTE: Student is responsible to register for attendance in course, and student MUST also send the original grades for reimbursement to DOE Training Department.
EDU518	Compensation Management	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU519	Dynamics, Introduction to	32	314	WSU-TC Education	See WSU Catalog for course description.
EDU520	Limnology	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU521	Cultural Ecology	48	489	WSU-TC Education	See WSU Catalog for course description.
EDU522	Graphics Software	32	92	Columbia Basin College	PowerPoint is a software package used by the business community to create supporting graphics for documents and presentations. The student will learn to create text, bar, line, and organization charts, etc.
EDU523	First Aid Safety	30	138	Columbia Basin College	See CBC Catalog for course description.
EDU524	Project Management	64	604	City University	See City University Catalog.
EDU525	Technological Managerial Effectiveness	64	604	City University	See City University Catalog.
EDU526	Cinema, The	46	225	Columbia Basin College	See CBC Catalog for course description.
EDU527	Basic Statistics	19	204	University of Idaho	See Lewis-Clark State College catalog.
EDU528	Special Problems in math	32	340	WSU-TC Education	This course is a calculus/linear algebra refresher that will cover differential and integral calculus, and linear algebra.

EDU529	Industrial Hygiene Aspects of Plant Operations	32	860	Tulane	Recognition, evaluation and control of the potential hazards associated with plant operations, basic equipment used in general industry, such as boilers, distillation towers, reactor vessels, hygienic aspects of important primary materialproduction process flow diagrams are discussed.
EDU530	Aspects of Behavior in Industrial Hygiene	32	860	Tulane	See Tulane catalog.
EDU531	Industrial/Organizational Psychology	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU532	Statistical Analysis for Business Decisions	48	0	WSU-TC Education	See WSU Catalog for course description.
EDU535	Financial and Managerial Accounting, Introduction to (FM3U06, FM3U07)	48	471	WSU-TC Education	
EDU536	Legal Process	48	741	WSU-TC Education	
EDU537	Origins of Culture and Civilization	48	510	WSU-TC Education	See WSU Catalog for course description.
EDU538	International Business Management	48	471	WSU-TC Education	International political economy; business relationships between nations; corporations and economic institutions.
EDU539	Fluid Dynamics	48	471	WSU-TC Education	
EDU540	Design Project	48	471	WSU-TC Education	
EDU541	Rhetorical Conversation	48	471	WSU-TC Education	
EDU542	School Law	30	510	Heritage College	See Heritage College Catalog for course description.
EDU543	Supervision for Effective Schools	30	510	Heritage College	See Heritage College Catalog for course description.
EDU544	Elementary and Secondary School Curriculum	30	510	Heritage College	See Heritage College Catalog for course description.
EDU545	Environmental Radiochemistry	45	0	Colorado School of Mines	See college catalog.
EDU548	Physical Chemistry, Advanced	48	471	WSU-TC Education	
EDU549	Environmental Economics & Decision Making	45	0	Colorado School of Mines	See college catalog.
EDU550	Air Pollution Control	48	860	Tulane University	See Tulane University Catalog for course description.
EDU551	Occupational Health	48	860	Tulane University	See Tulane University Catalog for course description.
EDU552	Quantitative Instrumental Analysis	32	314	WSU-TC Education	
EDU553	Quantitative Instrumental Analysis Laboratory	32	314	WSU-TC Education	See WSU Catalog for course description.
EDU554	Activity Based Costing	19	130	Aicpa	Implement a cost assignment system based on the actual costs of activities and resources that go into a product or service. The bottom line result is grater accuracy and control over all of the factors that make up costs.

EDU555	Top Ten Computer Trends - Selected Reading	8	87	Aicpa	Based on the AICPA Information Technology Division's list of top technologies that will most affect the way CPAs and their clients work and do business, this course reprints articles from national magazines, industry newsletters, and AICPlications about the impact of these technologies.
EDU556	CPA's Guide to Navigating Online	16	210	Aicpa	This course will show you how to navigate the Internet as well as various bulletin boards of special interest to CPAs, including the AICPA's Accountants Forum on CompuServe. You'll receive keystroke-by-keystroke instructions along with free software and sufficient free online time so that you can easily complete the course and do some online exploration of your own.
EDU557	Legal Research, Intro to	28	143	Columbia Basin College	See CBC Catalog for course description.
EDU558	Organic Chemistry	80	785	WSU-TC Education	Topics covered include structure, bonding, molecular properties, alkanes, cycloalkanes, stereochemistry, an overview of organic reactions, alkenes, alkynes, alkyl halides nucleophilic substitutions and eliminations, structure determination (mass spectroscopy, conjugated dienes and aromaticity.
EDU559	Organizational Theory	48	453	WSU-TC Education	See WSU Catalog for course description.
EDU560	Inorganic Chemistry III	46	238	Columbia Basin College	See CBC Catalog for course description.
EDU561	English 419 (FM7B11)	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU562	Subsurface Contaminant Transport	45	0	Colorado School of Mines	See college catalog.
EDU563	Environmental Permitting and Regulatory Compliance	45	0	Colorado School of Mines	See college catalog.
EDU564	Special Topics: Environmental Sampling and Statistical Analysis	32	340	WSU-TC Education	Topics covered include environmental sampling and statistical analysis.
EDU566	Environmental Project Management	45	0	Colorado School of Mines	See college catalog.
EDU567	Theory of Constraints	48	741	WSU-TC Education	See WSU Catalog for course description.
EDU568	Independent Research	16	157	WSU-TC Education	See WSU Catalog for course description.
EDU569	Strategic Management of Technology and Innovation in Engineering	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU570	Principles & Practice of Planning in Environmental Science & Regional Planning	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU571	Computer Literacy For Public Administrators	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU572	Seminar in Public Relations	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU573	Seminar in Communication	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU574	DBase III (FMDP FM7H21)	18	99	Columbia Basin College	See CBC Catalog for course description.
EDU575	WordPerfect I	28	149	Columbia Basin College	See CBC Catalog for course description.

EDU576	WordPerfect II	28	149	Columbia Basin College	See CBC Catalog for course description.
EDU577	Business Law	46	269	Columbia Basin College	See CBC Catalog for course description.
EDU578	Leadership and Resources	30	510	Heritage College	See Heritage College catalog.
EDU579	Multi-Cultural Education	30	510	Heritage College	See Heritage College catalog.
EDU580	Preparation of Instructional Materials	60	1020	Heritage College	See Heritage College catalog.
EDU581	Professional Studies	32	314	Leadership Institute of Seattl	
EDU582	Systemic Theory and Process	32	314	Leadership Institute of Seattl	
EDU583	Systemic Practicum	32	314	Leadership Institute of Seattl	
EDU584	Professional Seminar	32	314	Leadership Institute of Seattl	
EDU585	Couple and Family Therapy	32	314	Leadership Institute of Seattl	
EDU586	Managerial Economics for Decision Making	48	777	WSU-TC Education	
EDU587	Mechanicsof Materials, Advanced	32	314	WSU-TC Education	
EDU588	Children's Literature Across the Curriculum	48	471	WSU-TC Education	
EDU589	Educational Psychology, Advanced	48	471	WSU-TC Education	
EDU590	Elementary School Mathematics	48	471	WSU-TC Education	
EDU591	Radiological Health	32	870	Tulane University	See Tulane University Medical Center Catalog
EDU592	Seminar in Speech Communication	64	706	WSU-TC Education	See WSU Catalog for course description.
EDU593	Doctoral Topics in Management	48	631	WSU-TC Education	See WSU Catalog for course description.
EDU594	Computer Literacy for Social Scientists	48	471	WSU-TC Education	See WSU Catalog for course description.
EDU595	Managerial Leadership and Productivity	48	777	WSU-TC Education	
EDU596	Research Methodology	48	741	WSU-TC Education	See WSU Catalog for course description.
EDU597	Computers and Systems for Managers	48	741	WSU-TC Education	See WSU Catalog for course description.
EDU598	Environmental Risk Decision-Making	0	510	George Mason University	See George Mason University Catalog.
EDU599	Leading Groups	36	804	City University	See City University Catalog for course description.
EDU600	Investment Analysis	48	877	WSU-TC Education	See WSU Catalog for course description.
EDU601	Interest Rates and Financial Markets	48	777	WSU-TC Education	See WSU Catalog for course description.
EDU602	Portfolio Theory	48	777	WSU-TC Education	See WSU Catalog for course description.
EDU603	Operant Behavior	48	495	WSU-TC Education	See WSU Catalog for course description.
EDU604	Principles of Development	48	495	WSU-TC Education	See WSU Catalog for course description.
EDU605	Advanced Topics in Natural Resource Sciences	48	777	WSU-TC Education	See WSU Catalog for course description.

EDU606	Organic Chemistry of Hanford Tanks	32	518	WSU-TC Education	See WSU Catalog for course description.
EDU607	Training and Design	36	804	City University	This course focuses on facilitating individual and team learning. It introduces the skills and knowledge necessary to assess needs, design training activities, lead and evaluate training effectiveness. Students apply self-awareness, personal skills and group skills in the role of a facilitator of learning.
EDU608	Management Accounting, Introduction to	46	195	California State University, C	
EDU609	World Civilizations	46	257	Columbia Basin College	
EDU610	Seminar in Training and Development - Qualitative Methods	48	777	WSU-TC Education	See WSU Catalog for course description.
EDU611	Communication Theory	48	777	WSU-TC Education	See WSU Catalog for course description.
EDU612	Electrical Circuits I	36	491	WSU-TC Education	See WSU Catalog for course description.
EDU613	Electrical Circuits I Lab	45	326	WSU-TC Education	
EDU614	Radiochemistry and Radiotracers	50	518	WSU-TC Education	
EDU615	Pesticides	40	256	WSU-TC Education	
EDU616	Herbicides	40	256	WSU-TC Education	
EDU617	Insecticides	40	256	WSU-TC Education	
EDU618	Simulation Modeling of Engineering Systems	48	771	WSU-TC Education	
EDU619	Mechanics of Materials	48	518	WSU-TC Education	
EDU620	Cultural Foundations	48	885	Gonzaga University	
EDU621	Learning and Human Development	48	885	Gonzaga University	
EDU622	Educational Evaluation and Measurement	48	933	Gonzaga University	See Gonzaga University Catalog
EDU623	College Success Course	28	103	Columbia Basin College	This course is designed to help students develop successful college study strategies. See Heritage College Catalog.
EDU624	Readings on Teaching	30	510	Heritage College	
EDU625	Readers Achieving Dreams	30	510	Heritage College	
EDU626	Principles of Guidance and Counseling	30	510	Heritage College	See Heritage College Catalog.
EDU627	Electrical Circuits II	48	514	WSU-TC Education	See WSU Catalog for course description.
EDU628	Electrical Engineering Lab I	48	514	WSU-TC Education	See WSU Catalog for course description.
EDU629	Industrial Ecology	48	771	WSU-TC Education	See WSU Catalog for course description.

EDU630	Negotiating Agreements and Preventative Law	48	696	City University	Comprehensive practical training in strategies and techniques of negotiating, concluding with the writing of a draft agreement which addresses, from the business viewpoint, all of the negotiated aspects. A company policy manual will be developed and written. Strategies for the minimization of litigation in a litigious environment, identification of situations in which an attorney should be consulted.
EDU631	Environmental Biophysics, Intro to	32	514	WSU-TC Education	See WSU Catalog for course description.
EDU632	Environmental Biophysics Lab	16	257	WSU-TC Education	See WSU Catalog for course description.
EDU633	Advanced Topics in Inorganic Chemistry	32	326	WSU-TC Education	Course reviews recent significant developments.
EDU634	Fundamentals of Botany & Lab	46	267	Columbia Basin College	See college catalog.
EDU635	Management: Independent Study	28	696	City University	Guided investigation of theoretical or applied topic selected individually and approved as complementary to a graduate field of study.
EDU636	Field Experience	30	295	Gonzaga University	
EDU637	Educational Research Methods	40	885	Gonzaga University	
EDU638	Instructional Technology	40	895	Gonzaga University	
EDU639	Psychology of the Exceptional Child	40	885	Gonzaga University	
EDU640	Industrial Hygiene II	40	467	Central Washington University	See CWU Catalog.
EDU641	Quality Engineering Using Experimental Design	48	801	WSU-TC Education	See WSU Catalog for course description.
EDU642	Information Systems, Introduction to	32	314	Eastern Oregon University	See EOU Catalog.
EDU643	Writing	64	628	Eastern Oregon University	See EOU Catalog.
EDU644	Report Writing	64	628	Eastern Oregon University	See EOU Catalog.
EDU645	Personnel Management	80	785	Eastern Oregon University	See EOU Catalog.
EDU646	Promotional Strategy	80	785	Eastern Oregon University	See EOU Catalog.
EDU647	Managerial Projects	80	785	Eastern Oregon University	See EOU Catalog.
EDU648	Organizational Behavior	80	785	Eastern Oregon University	See EOU Catalog.
EDU649	Data Processing, Advanced	80	785	Eastern Oregon University	See EOU Catalog.
EDU650	Legal, Societal & Ethical Issues	80	785	Eastern Oregon University	See EOU Catalog.
EDU651	Grant Writing	80	785	Eastern Oregon University	See EOU Catalog.
EDU652	Sociology 101	46	248	Columbia Basin College	See CBC Catalog.
EDU653	History 103	46	248	Columbia Basin College	See CBC Catalog.
EDU654	Strategies for Classroom Instruction	32	885	Gonzaga University	
EDU655	Instructional Design	32	885	Gonzaga University	
EDU656	Transportation Safety	48	270	Central Washington University	See CWU Catalog.

EDU657	Biological Wastewater Treatment Processes	48	1200	North Carolina State University	Theoretical aspects and practical design of wastewater treatment processes.
EDU658	Abnormal Psychology	48	510	WSU-TC Education	See WSU Course Catalog.
EDU659	Discipline Specific Methods	28	930	Gonzaga University	See Gonzaga University Course Catalog.
EDU662	Review Basics	19	112	Columbia Basin College	See CBC course catalog.
EDU663	Teaching and Learning Science Methods	48	800	WSU-TC Education	See WSU course catalog.
EDU664	Developing Literacy in a Multicultural Setting I	48	900	WSU-TC Education	See WSU Course Catalog.
EDU666	Quality Engineering	48	1750	N Carolina State University	see NCSU course catalog
EDU667	Advanced Topics in Environmental Practice:Vadose Zone Hydrology	48	657	WSU TC Education	NOTE: Student is responsible to register for attendance in course, and student MUST also send the original grades for reimbursement to DOE Training Department.
EDU668	Program Design and Development	64	652	WSU TC Education	See WSU Catalog for course description
EDU669	Advanced Topics in Hydraulic Engineering	40	657	WSU-TC Education	See WSU Course Catalog.
EDU670	Topics in Ethnography	48	471	WSU-TC Education	Topics covered include anthology, culture history, ethnography, theoretical, and contemporary problems of selected culture areas.
EDU671	History of the Cold War	48	531	WSU-TC Education	Exploration of the 50 year cold conflict between the U.S. and USSR and its political, social, economic, and cultural consequences for the world.
EDU672	Applied Mathematics I	48	531	WSU-TC Education	Topics covered include partial differential equations, Fourier series and integrals, Bessel functions, calculus of variations, vector calculus, and applications.
EDU673	English World Literature	48	255	Eastern Oregon University	See Eastern Oregon University Catalog.
EDU674	English	48	531	Wsu	See WSU-TC Course Catalog
EDU675	Air Pollution Control	48	1600	North Carolina State University	See NCSU Course Catalog
EDU676	Data Structures	48	708	WSU-TC Education	See WSU Course Catalog
EDU677	Phytoremediation	48	825	WSU-TC Education	See WSU Course Catalog.
EDU678	Accident Investigation	48	274	Central Washington University	See CWU Course Catalog
EDU679	Curriculum and Content Literacy Development	48	531	WSU-TC Education	Topics covered include historical and philosophical foundations of education and school law.
EDU680	Introduction to Education	48	531	WSU-TC Education	See the WSU-TC Course Catalog.
EDU681	Leaners and Learning	48	531	WSU-TC Education	See the WSU-TC Course Catalog.
EDU682	Technology Education	48	531	WSU-TC Education	See the WSU-TC Course Catalog.
EDU683	Instructional Methods	48	531	WSU-TC Education	See the WSU-TC Course Catalog.
EDU684	Survey of Elementary Reading and Language Arts	48	531	WSU-TC Education	See the WSU-TC Course Catalog.

EDU685	School First	48	531	WSU-TC Education	See WSU-TC Course Catalog.
EDU686	Classroom Management	48	531	WSU-TC Education	See WSU-TC Course Catalog.
ESH101	Dangerous Waste Generator Workshop	8	35	Department of Ecology	Recordkeeping: What should you keep in your files? - Dangerous Waste Annual Report: How can you save time? - Designation: How do you know if you have a dangerous waste? - Container Management: How can you protect your employees and the environment? - Regulations: Which rules apply to your facility? - Waste Reduction: How can you cut your waste generation? - Small Quantity Generators: Can your business qualify as a 'conditionally exempt' S?
ESH102	Cross Connection Control Program Management	24	235	Washington Environmental Train	This course prepares participants for the Cross Connection Specialist Certification Examination.
ESH103	Process Safety Management & Process Hazard Analysis	24	0	ES&HP and PNL	
ESH104	Industrial Ventilation: Principles and Applications	24	495	University of Washington	- Review of Ventilation Principles and their Application Airborne health hazards Air flow principles Air cleaning devices Fan selection and application -Illustrated Design Problems Velocity pressure methodesign Single-line exhaust systems Mu
ESH105	High Voltage Safety Training	16	310	DynCorp	This is the same training provided to Electrical Utilities to monitor the acceptability of the training and to assure coverage of OR areas.
ESH106	TPA - Tri-Party Agreement	4	0	Qtrc/Whc	This course presents the major elements of the Tri-Party Agreement and methods of working with the agreement. The course includes recent negotiated changes to the agreement. It will be delivered after the agreement has completed its comment period and is assigned.
ESH107	Radiological Worker Training for the International Nuclear Safety Program (INSP)	8	420	Pnnl	Rad worker training for staff members who need access to radiological areas in conjunction with INSP projects. Course is 6 hrs self study and 2 hrs compute-based training.
ESH108	Washington State Environmental Laws at Hanford	24	0	Northern NEF, Inc (RL)	the Washington Administrative Code - the State and National Policy Acts - Air and Water regulations - Waste Management regulations and the Resources Conservation and Recovery Act (RCRA) - Washington's Model Toxic Control Act - various historical and cultural resource protection regulations - Hanford-specific terminology, and how the State environmental laws and regulations apply at the Hanford Site

ESH109	Integrated Safety Management (ISM), Introduction to	2	0	Doe-RI	<p>The course is designed to provide federal employees with an understanding of the concepts of ISM and the tools developed as part of the DNFSB 95-2 Implementation Plan for preparing and reviewing ISM plans. Students will learn the major components of the ISM process, events leading up to DNFSB Recommendation 95-2, and the content and organization of the DNFSB Recommendation 95-2, and the content and organization of the DNFSB 95-2 Implementation Plan.</p>
ESH112	DOE NEPA Process	16	375	EXITECH Columbia Corporation	<p>This course prepares the participants to coordinate NEPA planning into project planning so that NEPA does not delay the project. Through interactive instruction, the course will introduce the National Environmental Policy Act, CEQ, and DOE responsibility, and explain Hanford-specific guidance, including Department of Energy-Richland's role and requirements. The course will also cover categorical exclusions, environmental assessments, and environmental impact statements. Major course topics include: - The Economics of Aviation Safety - Aircraft Accident Prevention Methodology - Aviation Safety Standards - Safe Operating Practices - Applicable Federal Aviation Regulations - Risk Management Concepts sk Assessment Tools and Techniques - Part 121 Manual Requirements - Internal Reporting Systems - Audits (internal and external) - Accident/Incident Investigation - Accident Response Planning - Airfield and Ramp Safety - Developing a Safety Program and Plan.</p>
ESH113	Director of Safety (Aviation)	36	1150	Southern California Safety Ins	
ESH115	Application of the ASME Code to Radioactive Material Packaging	16	500	Doe-Hq	<p>This course provides the participants with guidance for the application of the requirements of the ASME Boiler and Pressure Vessel Code to Type B or fissile material packaging for transportation of radioactive materials.</p>
ESH117	OSHA Standards, Intro to	32	650	Fluor Daniel Hanford	<p>Attendees participate in group exercises and an inspection walkthrough of one of their own facilities. Topics include: OSHA Requirements and DOE Orders; Fire Hazards; Walking-Working Surface Hazards; Physical Hazards; Confined Spaces; Machine Safeguards; Hand and Portable Power Tools; Material Handling and Storage; Electrical Hazards; Chemical Hazards; Hazard Communication; Office Hazards; Inspections and Investigation; Job Safety Analysis.</p>

ESH120	Lead (Pb) Worker Refresher Challenge Exam	1.5	40	EXITECH Columbia Corporation	<p>This course meets the annual training requirement for personnel who may be exposed to lead hazards, above the action level, when performing lead related tasks.</p> <p>This course includes a review of the subjects discussed in the initial lead r course, updated information about procedures, and review of applicable regulatory changes and interpretations.</p>
ESH121	Medium Risk Electrical Safety	8	305	Fluor Daniel Hanford	<p>This course addresses common problems with cords and receptacles, how circuit breakers work, proper applications of CFCI's, how to respond to a person being shocked, what to do in the event of an electrical fire. The course was written to answer the OSHA requirements for training personnel at the elevated risk of electrocution.</p>
ESH123	National Pollutant Discharge Elimination System Storm Water Permit Compliance	16	785	American Society of Civil Engi	<p>This seminar provides practical and realistic measures for complying with the EPA's most recent requirements for storm water discharge permits issued for industrial and construction activities.</p>
ESH124	National Electrical Code - Grounding	16	475	Fluor Daniel Hanford	<p>This class describes how and where electrical fault current flows, the three grounding circuits contained in electrical grounding, how ground rods work, how wire is sized for grounding. In addition, the NEC and their interaction is discu</p>
ESH125	National Electrical Code - Wiring Methods	16	475	Fluor Daniel Hanford	<p>This course explains what wiring methods are and why they are installed. The course teaches the student how to research the code for the correct wiring method.</p>
ESH126	Hazardous Materials Transportation Workshop, Basic	20	495	WSU-TC Professional Developmen	<p>Course topics include: definition of the purpose, scope, and applicability of the DOT regulations and their responsibility in DOE regulatory compliance, identification of hazardous materials according to DOT hazardous material shipping criteria, identification of packaging conditions that are acceptable for handling antransportation, recognition of basic safety practices to be used in the event of a transportation incident involving hazardous materials.</p>
ESH127	Federal Facility Workshop	24	0	Epa	<p>Sections of EPCRA - Provisions of Section 313 - Using the EPCRA section 131 Form R report - Expanded discussion of pollution prevention program design, plan development and implementation.</p>
ESH131	Integrating NEPA with Planning and Public Involvement	8	55	American Society of Civil Engi	<p>The federal government is challenging its staff and contractors to be more efficient and cost effective. This requires special attention to the planning process, where the NEPA plays a prominent role.</p>

ESH132	Current and Emerging Issues in NEPA and Environmental Policy	24	595	Duke University, Center for En	This seminar will take an in-depth look at the issues that are currently being debated and decided and look over the horizon to the issues that will be major topics in the next three to four years. The workshop will be hands-on and feature experts currently involved in designing new solutions to the nation's environmental challenges and those who interact with the Clinton Administration, Congress and the courts.
ESH135	Bloodborne Pathogen's - Initial	4	75	EXITECH Columbia Corporation	This course familiarizes workers with the primary diseases, basic hazards, and essential protective measures and safe practices which surround the subject of bloodborne diseases. It helps organizations comply with the safety trainingates of the OSHA standard and helps avoid the risk and liability of bloodborne diseases in the workplace. This class offers opportunities for an interactive question and answer session.
ESH138	Radiation Detection: Principles & Instruments	16	360	WSU-TC Professional Developmen	This course assumes only minimal background in instrument principles and builds toward a deeper understanding of them. Examples and applications will be slanted toward the interest of class participants. - Radiation interaction proce-Ionization chambers - Semiconductor devices - Scintillation devices - Chemical devices - Neutron devices - Instrument operating characteristics - Health physics instruments - Counting statistics
ESH140	Radiation: A Guide to Radiation Biology and Protection	16	460	WSU-TC Professional Developmen	This course will cover the basic aspects of radiological health and radiation protection for individuals with little or no background in the field. Major topic areas will include a review of basic math, physics and chemistry, atomic ture, radioactivity, interaction of radiation with matter, radiation units, measurement, instrumentation, biological effects of radiation, environmental radioactivity, applied radiation protection, and epidemiology. At completion, the individualhould have a good understanding of elementary health physics and its underlying scientific bases.
ESH141	Internal Dose Assessment	40	1150	WSU-TC Professional Developmen	Basics of internal dosimetry - Contract external vs. internal dosimetry - Current status of technical publications - ICRP 2-ZMPDE, MPBB, MPOB, MPC - New EPA guidance foupational exposure - Revisions to 10 CFR Part 20 and DOE Order 5480.11 - NCRP Publications - Application of ICRP 26 - Stochastic and non-stochastic effects - Committed and effective dose equivalent - Tissues at risk-whole body, lens of the eye, skin, etc - Dose limitation system -Application of ICRP 30 - ICRP 23 Reference Manual

ESH145	Environmental Quality Assurance	16	595	Qtrc	Environmental cleanup, restoration, and monitoring activities must comply with federal and state requirements and guidelines. This course provides an introductory overview of quality assurance management concepts as they apply to the various aspects of environmental projects or programs.
ESH147	Hazardous Waste Operations 24 Hr. Initial	24	400	Hammer	Topics covered include regulations and legal implications, health hazards, physical hazard, classes of hazardous chemicals, medical surveillance, characterization, monitoring, respiratory protection, site control, personal protective equipment, decontamination, emergencies, and drum handling.
ESH148	Hazardous Waste Operations 40 Hr Initial	40	790	Hammer	Topics covered include regulations and legal implications, health hazards, physical hazards, classes of hazardous chemicals, planning, medical surveillance, characterization, monitoring, respiratory protection, site control, personal protective equipment, decontamination, emergencies, drum handling.
ESH149	Hazardous Waste Site for Managers/Supervisors	8	375	EXITECH Columbia Corporation	This eight-hour course is designed to provide on site management and supervisors at hazardous waste sites with additional specialized training. - Employer's safety and health program - Employee training and -Personal protective equipment -Federal, state, and local agencies (contacts in the event of a release of hazardous substances) - Management of emergency procedures (for releases of a hazardous substance)- Legal implications related to hazardous waste site implications -Medical surveillance requirements and resources
ESH150	Hazardous Waste Operations 8 Hr. Refresher	8	142	Hammer	Applicable Regulations (29 CFR 1910.120)- Overview of CERCLA, SARA, RCRA, HAZCOM 29 CFR 1910.1200 Topics covered include: medical surveillance requirements; toxicology; physical, chemical, ergonomic, and biological hazards; respiratory protection; personal protective equipment; site control; decontamination; monitoring; emergencies; drum handling; waste management; health and safety plans; hearing conservation requalification; and Ska-Pak requalification. - In addition to a review of the topics introduced during the hazardous waste operations courses, students will discuss new technologies, advances in equipment, and changes in regulatory requirements. Course materials are presented by lecture, classroom exercises, demonstration, and classroom discussion.

ESH151	Asbestos Supervisor, Certified	40	525	Quality Training and Resource	Emphasis is placed on competent person/supervisor duties as outlined by OSHA and AHERA. This course meets the requirements for Washington State Asbestos Supervisor Certification.
ESH152	Asbestos Supervisor Requalification, Certified	8	150	EXITECH Columbia Corporation	This course reviews the materials discussed in the asbestos supervisor training course. Regulatory changes and interpretations are covered as well as state-of-the-art procedures and equipment.
ESH153	Asbestos Worker, Certified	30	995	EXITECH Columbia Corporation	The emphasis of the course is on the health and safety of the workers, building occupants, and the general public. Discussions cover medical and legal issues and the requirements for every aspect of setting up and conducting a job. Materials are presented by lecture, demonstration, and hands-on training.
ESH154	Asbestos Worker Requalification, Certified	8	150	EXITECH Columbia Corporation	This one-day course reviews the subjects discussed in the asbestos worker course. Updated information on state-of-the-art procedures and equipment is included as well as discussions and review of regulatory changes and interpretations.
ESH155	Radioactivity in the Environment: Risk, Assessment, and Measurement	32	995	Harvard School of Public Health	The course addresses three aspects of radioactivity in the environment: risk of exposure, assessment of radioactivity transport, and measurement. The curriculum will prepare you to respond to the demands of new regulations governing environmental measurement and assessments.
ESH156	Health Physics for DOE Facility Representatives	64	2895	Quality Training and Resource	This course provides the students with an understanding of the fundamentals of radiation protection, familiarization with the principles and practices of health physics programs, and a working knowledge of the specific DOE requirements, and regulations designed to protect workers, the public, and the environment from the harmful effects of radiological materials. Course materials are presented by lecture, demonstrations, classroom discussion, exercises, and workshop case studies. One evening laboratory session and a field trip are also part of this curriculum. Certificates are issued to students who demonstrate effective classroom participation and successfully complete the assigned case studies and final practical examination.
ESH158	Washington Environmental Briefing	16	999	Government Institutes, Inc.	This course closely examines the latest legislative and regulatory developments. This course enables attendees to continue their growth in the environmental field by providing a concentrated focus on the laws, as well as, insight from instructors who are actively involved in developing new laws and regulations. Attendees will also receive a review of EPA's enforcement strategies and budgeting developments.

ESH159	Basic Medic First Aid	8	30	EXITECH Columbia Corporation	Course materials are presented through lecture, demonstration, and hands-on practice. Attendees will learn the following skills: primary assessment, one-rescuer CPR, obstructed airway, bleeding control, shock, illness, and injury assessment.
ESH162	Your Healthy Back	4	240	Quality Training and Resource	The four-hour course provides the essentials for understanding and managing back injuries in the workplace. Participants will gain an understanding of the anatomy of the back, common causes of back problems or treatments that reduce back complaints, and methods that may be employed to reduce injury rates and losses in the workplace. Course materials are presented through lecture, classroom discussion, and exercises.
ESH163	Fire Extinguisher Training (Hands-On)	2	25	EXITECH Columbia Corporation	This two-hour course focuses on the safe and effective operation of the various types of portable fire extinguishers installed in the workplace. Through lecture and hands-on training in suppressing actual fires, students will learn how to use fire extinguishers to combat: Ordinary combustible material fires; flammable liquid fires; and electrical equipment fires. This training will include use of portable fire extinguishers both inside and outside of a building.
ESH164	Radiological Worker I Initial	16	450	EXITECH Columbia Corporation	Major course topics include: - Radiological fundamentals - Biological effects - Radiation limits - ALARA - Personnel monitoring - Contamination control - Radiological postings - Radiological emergencies
ESH165	Radiological Worker II Retraining	8	240	EXITECH Columbia Corporation	Major course topics include: - Radiological fundamentals - Biological effects - Radiation limits - ALARA - Personnel monitoring - Contamination control - Radiological postings - Radiological emergencies - High and very high radiation areas
ESH166	Hazardous Materials Management Review Course	40	495	WSU-TC Professional Development	This review course provides an overview of the chemistry of hazardous materials, toxicology, worker protection, environmental laws and regulations, and environmental management strategies. The course stresses practical application of hazardous materials management principles in the workplace.
ESH167	Effective Strategies for NEPA Compliance	16	999	Government Institutes	-How to narrow the scope of an Environmental Impact Statement (EIS) to manageable proportions -How to respond to public and agency concerns - How to effectively cope with controversial issues arising under NEPA - What actions need to be taken in the early stages

ESH168	Fire Safety in Buildings	10	55	National Council of Architectu	This course provides architects with information about fire safety considerations in building design. It also addresses the concerns of fire service agencies and professionals as they relate to the built environment. The information assist architects who wish to expand their knowledge of fire safe building design.
ESH169	Hazardous Materials and Waste Transportation Workshop, Basic	24	520	WSU-TC Professional Developmen	Course topics include: definition of the purpose, scope, and applicability of the DOT regulations and their responsibility in DOE regulatory compliance, identification of hazardous materials according to DOT hazardous material shipping criteria, identification of packaging conditions that are acceptable for handling and transportation, recognition of basic safety practices to be used in the event of a transportation incident involving hazardous materials, aidentification of hazardous waste transportation requirements as addressed in the EPA regulations.
ESH171	Environmental Laws and Regulations Compliance Course	16	999	Government Institute	This course offers attendees a broad understanding of the major environmental laws as well as an understanding of how to cost-effectively comply with their requirements. This course has trained thousands of environmental professionalse 1973. Course text is the acclaimed Environmental Law Handbook, published by Government Institutes, Inc.
ESH172	Environmental Radiochemistry	40	950	Nevada Technical Associates, I	Topics to be covered include: -Laws of radioactive decay -Radiation safety - Counting instruments -Quality assurance Analytical techniques to be covered inthose for: -gross alpha and gross beta -tritium -strontium -radium -alpha spectroscopy -gamma spectospy
ESH173	Environmental Law, Advanced	16	999	Government Institute	This course covers the latest legislative and regulatory developments under Clean Water, Clean Air, RCRA, Superfund, OSHA, SARA Title III, and TSCA. Emphasis is on those developments most impacting your environmental liabilities. Prs a detailed review of EPA's enforcement strategies and priorities.
ESH174	RL EMERGENCY OPERATIONS CENTER	2	0	Fdh	This course provides briefing and tor of the DOE?RL Emergency Operations Center (EOC) to include Policy Team, Site Management Team, Joint Information Center, Unified Dose Assessmnet Center, and FTCC and Familiarization with staff responsibilities of those assigned to EOC.
ESH175	Environmental Compliance for Federal Facilities	16	900	WSU-TC Professional Developmen	This course gives you an understanding of all the major environmental laws and the compliance challenges each one poses.

ESH176	Radioactive Materials Transportation, Advanced	24	0	HAMMER/DOE Nat. Trans. Program	This course provides challenging, advanced-level training in the shipping of radioactive materials. Topics include characterization, determination of radioactive materials shipping categories, packaging selection, hazard communication and vehicle load configurations. Emphasis is placed on problem solving of typical DOE radioactive materials shipments using advanced shipping scenarios and case studies.
ESH177	NEPA Compliance Course	16	999	Government Institute	Learn your requirements under the National Environmental Policy Act (NEPA) and the implementing rules of the Council of Environmental Quality. Receive a step-by-step review of the compliance process from a team of NEPA authorities representing both the public and private sectors. Benefit from classroom instruction, case studies, and interactive workshops. An actual Environmental Impact Statement (EIS) for a large and relatively controversial project will be presented and discussed by those involved in its preparation.
ESH178	OSHA Compliance Course	16	899	Government Institute	This practical course reviews all the occupational safety and health laws and regulations you must know and comply with, particularly in view of OSHA's stepped-up enforcement activities. The OSHA Compliance Handbook is your course text-You learn how to comply with OSHA's complex Hazard Communication standards -What should be on your MSDS's and labels -How to prepare for an OSHA inspection -Your requirements for recordkeeping -How to protect yourself from civil and criminal liabilities.
ESH180	Industrial Hygiene for Non-Industrial Hygienists	16	999	Government Institute	This course is designed to do just that. Educating your employees in the principles of industrial hygiene can result in early detection of potential and existing hazards--and avoidance of costly OSHA penalties.
ESH182	Bloodborne Pathogens Refresher	2	50	EXITECH Columbia Corporation	This up-date course discusses new information issued by the Centers for Disease Control (CDC) regarding Bloodborne Pathogen Diseases. A review of work practices safeguarding employees in their work environment as well as appropriate action to take.
ESH183	NRRPT Exam Preparation	64	995	WSU-TC Professional Development	Fundamentals of Radiation Protection, Radiation Detection and Measurement, Applied Radiation Protection, Examination Strategy

ESH184	RCRA Regulations Course	16	900	WSU-TC Professional Development	A practical analysis of the Resource Conservation & Recovery Act. This course provides attendees with a comprehensive understanding of the latest developments in hazardous waste regulations. The course speakers--experts from the law firm of Crowell & Moring plus key technical authorities--have been rated "excellent" by 93% of previous registrants. The course text is the nationally recognized RCRA/Hazardous Wastes Handbook, 9th Edition.
ESH185	Hazardous Waste Transportation, Advanced	40	0	Doe	Topics covered include: -EPA waste designations -EPA waste storage requirements -DOT waste classification - Hazardous substance and reportable quantity determination
ESH187	Radioactive Materials Transportation Workshop, Basic	16	395	WSU-TC Professional Development	Course topics include: identification of radioactive materials according to DOE hazardous material shipping criteria, identification of packaging conditions that are acceptable for handling and transportation, identification of when a shipping situation exists and the requirements that are needed to compliance to ship a particular radioactive material, determination of appropriate transport configuration acceptable for radioactive materials.
ESH188	Federal Motor Carrier Safety Regulations, Intro to	8	50	HAMMER/DOE Nat. Trans. Program	This course is designed to identify the knowledge and compliance requirements of 49 CFR 390.3 as they apply to all employers, employees, and commercial motor vehicles, which transport property or passengers in interstate commerce.
ESH190	Land Disposal Restrictions Workshop	8	499	Government Institute	This course takes you step-by-step through the LDRs from the hazardous waste identification review process through all of the notification requirements to alternate treatment standards for contaminated debris and how to apply LDRs to contaminated soil and media.
ESH191	Radiological Emergency Response (Transportation)	32	0	Hammer	-Basic Nuclear Physics -Radiological Hazards and Control -Biological Effects and Risks -Radiological Monitoring Equipment -Types and Uses of Radioactive Materials -Transport of Radioactive Material -Radiological Incident Response Use Competencies -Initial Emergence
ESH192	Hazardous Materials Shipper Certification Training, Advanced	16	75	HAMMER-DOE Nat. Trans. Program	Students receive extensive instruction using a systematic approach to shipping hazardous materials, beginning with material identification and continuing through vehicle requirements for separation and segregation and required placarding.

ESH193	Decontamination & Decommissioning (D&D) Certificate Program	140	2300	WSU-TC Professional Development	radiation science, physical and chemical properties of hazardous and non-radioactive materials, risk assessment and pathway analysis, characterization, regulations, D&D engineering, technology, and practices, and project management. The program is designed to provide a D&D context for instruction on these topics drawn from instructor experience and D&D case studies. Capstone modules provide participants with opportunities to apply these topics in assessment exercises based on specific case studies.
ESH194	Chemical Risk Assessment	40	1395	RAC Course Coordination Office	Emphasis on the application of risk assessment methods for chemical - Screening for important chemical - Environmental dispersion of chemicals - Pathway analysis to predict environmental exposure from chemicals - Uncertainty analysis - Current standards for environmental releases and cleanup of chemicals - Conversion of exposure to risk - Fundamentals of epidemiology - Problem solving using PC software
ESH195	Occupational Internal Dosimetry	40	1250	Orise	The course is designed to teach current techniques for calculating the radiation dose from internally deposited radionuclides. The use of the International Council and Radiation Protection (ICRP) 30 techniques for dose assessment of rs will be stressed. Students will apply training information extensively in problem-solving sessions and will leave with a thorough understanding of the ICRP 30 calculational methods.
ESH196	Hazardous Waste Delisting, Intro to	8	0	EPA/Ecology	Course topics include: - Delisting Program Overview - Delisting Review Process - Elements of Delisting Petitions - Technical Requirements of Delisting Petitions - Case History - Effluent Treatment Facility Delisting - Case History Environmental Restoration Disposal Facility Proposed Delisting - Planned Delistings - TWRS Project (HLW/LAW)
ESH197	Wind Forces	14	100	Ncarb Pbp	Topics covered include: Winds and Buildings, The Nature of Wind, Wind Effects of Buildings, Procedures for Wind-Resistant Design in Practice, Building Design Concepts to Resist Wind, Descriptive Examples of Building Design for Wind, Sliding-Uplift-Overturning, Collectors, Lateral Deflection and Dampers, Examps of Wind Pressure Analysis, Strengthening Buildings for Wind Resistance, Practical Considerations for Wind-Resistant Buildings

ESH198	Occupational Safety and Health Course for Other Federal Agencies	32	0	HAMMER/OSHA Training Inst., Ch	The course provides an overview of Federal agency responsibilities with respect to Occupational Safety and Health Act (OSHA) workplace inspection techniques. This course could assist students in meeting the safety and health requirement in the Technical Qualification Standards.
ESH200	Transportation Emerg. Trg. for Response Assist./Rail Rad. Response (TETRA/RAIL)	40	0	Technical Training Center	This course trains response personnel in radiological response assistance techniques to rail incidents involving radioactive and multiple other potential hazards to responders. It also addresses those specific requirements involved in response to a rail incident, and how incidents differ from radiological incidents on highways.
ESH202	Environmental Audits: Protecting Your Company and Yourself	24	1199	Government Institute	Learn what to look for during an audit, what questions to ask, the legal requirements for environmental audits, how to establish auditor qualifications, and how other companies are successfully using environmental audits as a self-proven tool. Course instructors include some of the nation's top environmental auditors, including the authors of the course textbook, the Environmental Audits Manual.
ESH203	Hazard Evaluation: Consequence Analysis Method	40	1495	Process Safety Institute	Major course topics include: - Introduction and Regulatory Overview - Role of Consequence Assessment in Risk Analysis - Development of Consequence Event Trees - Source Term Modeling - Dispersion Fundamentals - Advanced Dispersion Mng Concepts - Fire Modeling - Explosion Modeling - Effect Modeling - Risk Analysis Methods
ESH204	Transportation Emerg. Train. for Response Assist./Train The Trainer(TETRA/TTT)	24	0	Doe-Hq	Radiological Assistance Program (RAP) trainers will be prepared to train team personnel on such topics as basic radiation types, properties, and biological effects, the use of radiological monitoring instruments and personal protective equipment, the Transportation Emergency Preparedness Program, and the role of RAP personnel in transportation incident response assistance. This course prepares RAP trainers to conduct transportation incident radiological assistance drills and exercises at their home sites, in order to maintain team response capabilities.
ESH205	IATA TRANSPORT OF DANGEROUS GOODS BY AIR, BASIC LEVEL	16	75	HAMMER/DOE Nat. Trans. Program	The participant will be able to identify and verify applicable regulations pertaining to the transport of dangerous goods (hazardous materials) by air.

ESH206	Respiratory Protection	40	0	OSHA Training Inst., Chicago	This course covers requirements for the establishment, maintenance, and monitoring of a respirator program. Topics include: terminology, OSHA and ANSI standards, NIOSH certifications, and medical evaluation recommendations. Course highlights include: laboratories on respirator selection, qualitative fit testing, and the use of a large array of respiratory and support equipment for hands-on training.
ESH208	Process Safety Management: Compliance Auditing for OSHA PSM and EPA RMP	24	1095	Process Safety Institute	This course is specifically designed to teach you how to audit your PSM system's compliance with the OSHA regulation (29 CFR 1910.119) and the related EPA rule (40 CFR 68), but the approach you learn can be applied to audits of any mment system. You will learn how to design audits that not only verify compliance with regulations and standards, but also identify weaknesses in the design or implementation of your PSM programs.
ESH209	Condensate Induced Water Hammer Prevention	8	275	WSU-TC Professional Developmen	In this workshop, you will learn what causes condensation-induced water hammers, how they can be prevented, and how to identify potentially dangerous piping configurations. Major course topics include: - Identify the condensation-id water hammer phenomena and gain an understanding of its destructive force - Apply the Safety Principle and Supporting Recommendations to achieve safe steam system operations - Recognize how improper steam trap sizing, selection, and operation affect steam system safety - Apply lessons learned from previous events to incorporate good operating practices to help eliminate injures and equipment damage - Understand the importance of rsonnel and personal responsibilities when operating a steam system
ESH210	Safety and Health Issues in Confined Spaces	24	494	NW Cntr for Occ Safety & Healt	This course covers safety and health issues that need to be considered when working in confined spaces.
ESH211	High Voltage Electrical Safety - 1910.269	16	695	National Technology Transfer,	Since it is widely recognized that electric utility type work requires special knowledge and skills; OSHA requires employees to be trained in the safety related work practices, safety procedures and other personnel safety requirements i10.269 that pertain to their respective job assignments.

ESH212	DOE-VPP Evaluator's Training	20	0	Quality Training and Resource	The course will discuss in detail the DOE-VPP requirements and how to evaluate them at your sites. Workgroup exercises in addition to presentations giving practical information on the DOE-VPP elements is a part of the curriculum. Parants will learn the basic tenets and subtenets of the DOE-VPP and be able to self-assess the implementation of these tenets at their worksites.
ESH213	Decommissioning Video Series Program 4 (Decommissioning Methods & Alternatives)	3	0	Doe-Hq	This video addresses overview of decommissioning alternatives, decontamination methods, dismantlement methods, remote operations, and waste management and minimization.
ESH214	SCOTT SKA-PAK Airline System Refresher	3	25	Fluor Daniel Hanford	This refresher course will allow participants to be able to demonstrate proper inspection, donning and doffing, and use of the SCOTT SKA-PAK Airline System. Those who will also be assigned at their work locations to operate the bottle will be given an additional practical exercise consisting of operational inspection and use of the Breathing Air Cart System. This class is designed to instruct employees in the proper use of the SCOTT SKA-PAK Airline System and the breathing air cart for entry, exit or routine work conditions which mandate its use.
ESH215	Decommissioning Video Series Program 5 (Decommissioning Operations)	3	0	Doe-Hq	This video covers the operational readiness reviews; field work/decommissioning plan implementation; recycling/residue management alternatives; waste handling, packaging, and transportation; and the closeout, verification, and release ss.
ESH219	Soil and Groundwater Contamination, Understanding	16	475	WSU-TC Professional Developmen	The components of soils and the basic physical, chemical and biological processes that occur in soil. The basic principles of water movement in soils. How soils treat wastewater. How soils in the state of Washington were developed. How soils are named and identifd. How to use Soil Conservation Service (SCS) texture classification system. How to interpret results of a laboratory soil particle size analysis. How to determine soil texture in the field.
ESH220	Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) Training	24	0	Doe/Sr Neto	Demonstrations of successful cleanups, termed as Final Status Surveys in MARSSIM, are required by the responsible Federal or State Agency at the end of the clean up actions. This course assists site and regulatory personnel in assessing such demonstrations. The course features problem solving, case studies, and highly interactive exchange between instructors and students to enhance learnin Handouts, references, and a copy of the MARSSIM are provided.

ESH223	Safety Analysis: Techniques and Documentation	24	460	M.H. Chew & Associates	The course shall specifically address the following subjects: -The role and conduct of Safety Analysis -Safety Analysis Reports -Safety Analysis report preparation -Expert presentations on each SAR element -Definition of Terms/Historical Perspective -Role and Conduct of Safety Analysis -Existing DOE SAR Requirements -Pending Requirements -SAR Format and Content Requirement-Hazards Analysis - Accident Analysis -Event Tree/Fault Tree Primer -Unreviewed Safety Questions
ESH227	Molecular Sciences for the Environment	24	150	Pnnl	- Computational Science - Contaminant Fate and Transport - Structural Biology/Health Effects - Interfacial Chemistry
ESH228	Methods for Reviewing Safety Analysis Reports for Packaging (SARPs)	80	1250	Lawrence Livermore National Lab	Major course topics include: - Regulations - Package Description - Structural Evaluation - Thermal Evaluation - Containment Evaluation - Shielding Evaluation - Criticality Evaluation - Operating Procedures - Acceptance Tests and Maintenance Program - Quality Assurance - Materials and Fabrication
ESH229	Groundwater Investigations, Introduction to:(165.7)	24	0	Hammer - Epa	This introductory course is designed to provide participants with information concerning hydrogeological processes and the necessary elements of a sound groundwater site investigation. After completing the course, attendees will be able to: Identify the components of a groundwater system. List the primary hydrogeological factors to be considered in a site investigation. Construct a flow net and calculate the hydraulic gradient of a simple system. Discuss the primary advantages and disadvantages of the most common geophysical survey methods. Identify the different types of pumping tests and the information that can be obtained from each. Describe monitoring well drilling and sampling techniques.

ESH231	Environmental Impact Assessment, Advanced Topics in	24	595	Environmental Impact Training	<p>This course focuses on emerging topics related to the principles and practice of Environmental Impact Assessment (EIA).</p> <p>Rather than emphasizing the fundamentals of the EIA process, this course highlights a number of concepts, tools, methods, and related issues which have recently emerged. Concepts which are addressed include EIA within the planning process, scoping for identifying key impact concerns, cumulative impact assessment, and mitigation banking. Newer tools and methods encompass geographic information systems (GIS), risk assessment, expert systems, and decision support systems. Market-based considerations are becoming increasingly important in environmental management, hence topics are included on incremental cost analysis, emissions trading, and economic valuation of impacts. The use of environmental monitoring and auditing in responsible project management will also be addressed. Finally, a brainstorming session will be held on the use of the Internet in the</p>
ESH234	Emergency Response to Hazardous Material Incidents (165.15)	40	0	Epa	<p>The focus of the course is on recognizing and evaluating a hazardous materials incident, organizing the response team, protecting response personnel, identifying and using response resources, implementing basic control measures, decision making, and protecting the public. Firefighting techniques are not part of the course.</p>
ESH235	Natural Resource Damage Assessment and Restoration	32	450	United States Fish and Wildlife	<p>Discussion of history, policies, legislation, and practical applications that guide the NRDA Program * Discussion and description of regulations pertinent to conducting a NRDA * Effective preplanning and coordination with administrative staff, Environmental Contaminant Specialists, trustees, Responsible Parties, environmental groups, and the general public * How to Conduct a NRDA using appropriate guidelines/regulations * How to move the NRDA process towards effective and complete restoration of injured trust resources * Be effective participants on a multidisciplinary NRDA team, including biologists, restoration specialists, managers, economists, attorneys, and contractors.</p>
ESH236	Calculating and Understanding Risk from Radionuclides	40	1395	Radiological Assessment Corp.	<p>This course teaches you how to apply current regulations, methodologies, techniques, and computer codes in assessing risk from release of radionuclides.</p>

ESH237	Occupational Safety and Health Guide to Industrial Hygiene	40	540	OSHA Training Institute, Chica	This course covers industrial hygiene practices and related OSHA regulations and procedures. Topics include: * Permissible exposure limits * OSHA health standards * Respiratory protection * Engineering controls * Hazard communicationOSHA sampling procedures and strategy * Workplace health program elements * and other industrial hygiene topics. The course features workshops in health hazard recognition, OSHA health standards, and a safety and health program workshop.
ESH238	Environmental Laws and Regulations Short Course	24	0	Doe-Sr Neto	This course introduces the primary environmental laws affecting the DOE, especially its waste management, environmental restoration, and decommissioning programs. Participants learn about the various laws and regulations that impact the mission, and how external factors affect the decision making and rule making process. The course is organized around actual DOE case studies that provide lessons learned and give the students the opportunity to study how environmental compliance issues have been supported and resolved. The strength of the course is its focus on how the various laws and regulations are applicable to DOE. The detailed course manual serves as a reference summarizing the requirements of each environmental law or regulation. The course includes a finexam.
ESH240	Price Anderson Amendment Act (PAAA) - Case Study	2	0	Doe-RI	This case study covered the Hanford Spent Nuclear Fuel Price Anderson Act events on 1998. These events, which potentially violated 10CFR830.120 and 10CFR835, resulted in an Enforcement Conference with EM10. The results of the enforcement activity were described and the projected future resolution was postulated.
ESH243	Certified Facilities Environmental Professional Program	24	695	Association for Facilities Eng	Major course objectives include: - To provide a solid credential recognizing a facilities engineering professional's expertise in environmental compliance - To maintain a high standard of competence for facilities engineering professionals active in environmental compliance - To ensure timely delivery of information to facilities engineering professionals concerning environmental compliance laws and regulations - To encourage facilities engineering professionals to pursue continuing education in environmental compliance
ESH244	Toxicology, Introduction to	36	845	University of Kansas Medical C	The lecture course in Toxicology will emphasize the basic science of the discipline rather than a how-to-do-it approach. It is designed to help people prepare for the American Board of Toxicology accreditation examination. However, urse will also serve as an intensive introduction to Toxicology for interested scientists.

ESH245	Hazardous Waste Operations 16 Hr. Upgrade	16	375	Quality Training and Resource	This course in addition to the completion of 031110 or 031210 provides the training equivalent to the 031220 course for work at 40 hour hazardous waste site training.
ESH249	Process Safety Management and Risk Management Plans (Tuition Prorated)	16	350	H&R Technical Associates	Topics covered include OSHA's PSM requirements, EPA's risk management plan requirements, SYNTN introduction, process hazards analysis, training, emergency planning/response, management of change, investigation of incidents, mechanical rity, case studies, and course self discovery evaluation.
ESH252	Certification Review Course for Health Physicists	40	1500	Qtrc/Wsu	All areas of health physics will be covered beginning with the basic atomic and nuclear physics, mathematics, and biological science underlying the field, and progressing through more advanced concepts, including instrumentation, deteand measurement of radiation, internal and external dosimetry, radioactive waste disposal, and effluents sampling and analysis. Specialty areas to be covered include accelerator health physics, x-ray protection, power reactor health physics, and non-ionizing radiations.
ESH253	Pollution Prevention Video Series Program 1-The Global Perspective	3	0	Doe-Hq	What do we want to preserve or improve? Our planet, our affluence, our health, our quality of like? Are these objectives compatible? With all of the resources being made available to us through changes in the missions of Federal depnts, can we achieve them? The program will also address Awareness, Successes, Sustainable Development, and Industrial Ecology.
ESH254	Pollution Prevention Video Series Program 2- Pollut. Prevent. In Theory & Pract.	3	0	Doe-Hq	Issues examined will include Training/Awareness, TQM, ISO 9000, ISO 14000 Positive Incentives, Life Cycle Analysis, and Green Design.
ESH255	Applying the NEPA Process	24	520	WSU-TC Professional Developmen	This three-day workshop offers DOE employees hands-on experience in, and skills for, conducting effective and efficient NEPA analysis as required by the law and its implementing CEQ Regulations. Workshops use agency and usually unit-specific environmental documents for learnng interdisciplinary analytic skills. The course focuses on the NEPA process: Scoping and public involvement, issue identification, alternative development, the prediction of environmental consequences, and agency decision making.

ESH257	Ergonomic Program Implementation and Assessment Training Workshop	24	0	Doe-RI	This workshop will provide your organization with an in-house workstation evaluation specialist who would be equipped with the skills to implement and assess ergonomic programs, conduct workstation evaluations, collect and enter data icentral RL ergonomic database, develop cost benefit analysis information, properly set up workstations to minimize problems, address ergonomic concerns, and improve the overall comfort and quality of life for our employees.
ESH258	Hazardous Waste Shipper Certification Advanced Course II	24	0	Fluor Daniel Hanford	This course is designed to provide the participant an application of 49CFR and WAC 173-303 Regulation pertaining to certification of hazardous waste shipments on and off the Hanford Site.
ESH260	Clean Water Compliance Institute	32	1699	Government Institutes	Topics covered include: Clean Water Act laws and regulations; basic water management and compliance strategies; how to negotiate a NPDES permit; strategies for spotting the key permit issues; wastewater treatment processes; and emerginnds in wastewater treatment and control.
ESH262	Radiological Worker II Initial	20	550	EXITECH Columbia Corporation	Major course topics include: - Radiological fundamentals - Biological effects - Radiation limits - ALARA - Personnel monitoring - Contamination control - Radiological postings - Radiological emergencies - High and very high radn areas
ESH264	SCBA (Self Contained Breathing Apparatus) Refresher	3	25	Fluor Daniel Hanford	Instruction in proper use of SCOTT 4.5 to meet requirements of mandating documents. Student will be able to demonstrate its operation, maintenance, donning and doffing techniques as prescribed in 29 CFR 1910.134, 29 CFR 1910.139, ANS.2 (1992) and Manufacturer's instructions.
ESH265	Unreviewed Safety Questions	24	708	Jason Associates Corporation	This course is designed to teach the student how to identify a potential USQ, and through a logical evaluation process, make a determination if an actual USQ exists. The course will be divided into 9 major modules. Sub-modules will be utilized to execute enabling objectives. Two modules will be workshops and are intended to teh specific competencies for identifying and evaluating USQs. Twenty hours will be required to teach the course material and should be dispersed over two and a half days. Daily quizzes and a final exam will be given to measure student comprehension.

ESH266	Hazard Evaluation Workshop	8	100	Quality Training and Resource	This eight-hour course provides first-line management with the tools and information needed to be in full compliance with the Hazard Communication Program, including informing personnel of potential hazardous exposure on the job site. Basic concepts of industrial hygiene for adequate control of hazards present in work areas are covered; this knowledge is then applied to developing a work-specific training plan. Subject matter experts are available during the workshop portion of this course to provide technical assistance. -Hazard Communication Standard -Industrial Hygiene Principles and Responsibilities -Health Hazard Definition -Hazards Recognition -Hazard Evaluation -Hazard Control -Preparing the Work Area-Specific Training Program
ESH281	Container Waste Management Initial	16	360	EXITECH Columbia Corporation	The course covers federal, state and FDH policy regarding the management of containerized waste, both regulated (dangerous) and non-regulated. The course includes a hands-on exercise on the management of dangerous waste in satellite and 90-day accumulation areas.
ESH283	Facility Waste Sampling and Analysis	16	350	EXITECH Columbia Corporation	This 12-hour course teaches waste sampling at operating facilities according to EPA Protocols SW-846, Test Methods for Evaluating Solid Waste Physical/Chemical Methods. In addition to SW-846, documentation requirements in a sampling field and lab quality control/assurance, and manipulation of actual sampling equipment will be reviewed and utilized in a nonhazardous setting.
ESH285	Environmental Sampling and Data Analysis	16	900	WSU-TC Professional Development	Participants will obtain a solid understanding of how an effective sampling program can improve environmental decision-making and lower total project costs. This course emphasizes the practical applications of EPA and DOE requirements establishing sound quality assurance and quality control (QA/QC) programs, and reasonable data collection and validation procedures.
ESH288	Criticality Safety Training (Fissile)	8	525	EXITECH Columbia Corporation	Personnel who work at nuclear facilities TRU Solid Waste Burial Grounds on a full time or temporary basis must complete this course.
ESH295	Environmental Regulations at Hanford	8	225	EXITECH Columbia Corporation	This course addresses several topics: - Each module provides information that will help you understand the importance of environmental regulations -Understand how the regulations affect managed facilities -Identifies sources of help

ESH298	Drinking Water Regulations Priorities in Washington State	8	95	Washington Environmental Train	This practical, easy to understand workshop covers essentials of the most recent and forthcoming revisions to state drinking water regulations. -Introduction to the Safe Drinking Water Act - Vulnerability Assets -Ground Water Under the Direct Influence of Surface Water -Financial Viability and Comprehensive Water Plans -Total Coliform Rule -Phase II/V Rule - Lead/Copper Rule/ Safe Drinking ter Act Initiatives for 1993-94
ESH301	Sliding Doors in a Means of Egress	5	0	Won-Door Corp.	This instructional interactive seminar will cover various aspects of egress, exiting, and fire protection including: - NFPA 101 Life Safety Code approval in a means of egress - UBC and BOCA code approval - changes in the model codes ae International Building Code (IBC) out for publication in 1999 - horizontal sliding fire door history and technology - exiting applications, e.g., horizontal exits, cross corridor smoke barriers, case studies - code related applications adesign solutions using sliding fire technology.
ESH302	Environmental Compliance	16	595	WSU-TC Professional Developmen	In this workshop you will learn to understand the history of environmental compliance management and regulations at private and federal facilities. You will learn about the basic requirements and interrelationships of several federal statutes regarding environmental compliance, according to several topic areas, including: Clean Air, Clean Water, Hazardous Materials, Hazardous Waste, Storage Tanks, Toxic Substances, and Cultural and Natural Resources.
ESH304	Lock & Tag Authorized Worker Initial	3	100	EXITECH Columbia Corporation	Initial training for personnel who have to lockout components, equipment, and systems they will be servicing and maintaining to protect themselves from injury or death by the unexpected release of hazardous energies and materials. (call or cc:mail Kat Irish if you're not sure if a worker qualifies).
ESH306	Radioactive Material Shipper Certification	24	625	HAMMER/DOE Nat. Trans. Program	Course topics include: - Identification - Classification - Proper shipping name selection - Packaging - Marking - Labeling - Shipping papers - Separation, segregation and load securement - Placarding
ESH307	Hazardous Materials Training, Module 1 Basic	20	475	Fluor Daniel Hanford	Course topics include: - General awareness/familiarization - Identification of hazardous material - Packaging operations - Markings - Labeling - Shipping papers - Placarding of Vehicles - Separation and Segregation by Highway - e Moves - Safety

ESH314	Reviewing NEPA Documents	24	795	Shipley Environmental	Participants will learn how to systematically review the full range of NEPA documents: EIS, ROD, EAs, FONSI, and Categorical Exclusions. They also learn to present clear review findings for NEPA documents, which must analyze a range of alternatives and disclose all potential impacts.
ESH316	Hazardous Materials Transportation Workshop, Advanced	16	0	Doe	This workshop provides challenging, advanced-level training in the shipping of hazardous materials. Topics will include classification, packaging selection, hazard communications, and vehicle load configurations. Emphasis is placed on problem solving of typical DOE hazardous materials shipments using advanced shipping scenarios and case studies.
ESH317	Waste Designation	16	350	Fluor Daniel Hanford	This course teaches dangerous waste designation according to Washington Administrative Code (WAC) 173-303. Class content includes section-by-section lecture on the regulations, with examples following each section. Students will then complete these examples using the Waste Designation Flowchart.
ESH319	Implementation of the NEPA on Federal Lands and Facilities	40	800	Duke School of the Environment	The course provides tools to address the environmental effects of their agencies' actions and ensure that environmental impact analyses are substantively and procedurally accurate. Instruction aids students in determining the proper of documentation to fully record and disclose to the public the results of environmental analysis. Guest lectures will be from the President's Council on Environmental Quality, the Department of Justice, and other federal agencies.
ESH322	Radioactive Material Shipment Awareness Training, Basic	4	159	Quality Training and Resource	In this half-day course, students explore the location of data in 49 CFR, Parts 171-173 and 177, for any given radioactive material packages intended for shipment.
ESH323	Radioactive Materials Shipper Certification, Advanced	24	0	NO LONGER OFFERED, use course	This workshop provides DOE and DOE contractor personnel a means of keeping current with the regulations, provide a forum where site-specific concerns and "lessons learned" can be exchanged, and provide more "hands-on" experience through use of extensive problems sets. The advanced workshop provides for more in-depth discussions, as well as coverage of advanced topics. Emphasis is placed upon problem solving typical of DOE particularly radioactive shipments. Lecture time and problem sets are split between nonradioactive materials and radioactive materials.

ESH329	CERCLA Orientation and Remedial Investigation/Feasibility Study (RI/FS) Wkshp	24	0	Doe-Hq	The workshop will provide participants with a basic understanding of the CERCLA and RI/FS processes as they apply to DOE's environmental restoration efforts. The three-day workshop is divided into two modules. On the first day an overview of the CERCLA process is presented. The second and third days focus on the RI/FS process and address issues confronting DOE facilities. Specific topics the workshop will cover include: -An overview of CERCLA from a Federal facility perspective-Community relations requirements associated with CERCLA removal and remedial actions - Performing baseline risk assessments - DOE's environmental restoration programmatic process -DOE's Streamlined Approach for Environmental Restoration (SAFER) -Integration of the NEPA and CERCLA processes, and Federal facility compliance agreements
ESH331	RCRA/CERCLA Compliance at Federal Facilities	16	900	WSU-TC Professional Development	How to operate jointly under RCRA/CERCLA programs - TSD issues at federal facilities - The land disposal restriction program - Mixed wastes - Corrective action - How to prepare for an inspection - Designing/implementing environmental remediation programs - Environmental contracting - DOE and DOD compliance programs - State programs - Recent developments under RCRA and CERCLA
ESH332	Federal Facility Environmental Compliance Bootcamp	40	1899	Government Institutes, Inc.	This course teaches how to comply with the Federal Facility Compliance Act and NEPA, Clean Water and its NPDES program, Clean Air regulations, including permits and toxics, how to identify your hazardous wastes and comply with RCRA regions, EPCRA/SARA Title III asbestos, lead, PCBs, auditing, and pollution prevention strategies.
ESH334	Washington Administrative Codes, Introduction to	16	1100	Quality Training and Resource	This course introduces participants to the layout and use of the Washington Administrative Code (WAC). Participants will learn to find environmental regulations in the WAC and check for the latest updates in the amendments and the Stagister. Using copies of the WAC, amendments, and the State Registers, participants will research extensively to solve problems and do exercises. This course is taught by attorneys with extensive experience in environmental laws, specifically at the Hanford Site.
ESH336	Energy Savings Performance Contracting	32	150	Doe-Hq	This workshop is designed to teach contract specialists and technical personnel how to do energy savings performance contracting (ESPC). The fourth day is a hands-on project development day.

ESH340	Decommissioning Video Series Program 3 (Project Planning)	3	0	Doe-Hq	This course focuses on decommissioning plans, project prioritization, environmental compliance, permits, characterization and the sampling and analysis plan, characterization methods-active and passive, project management, and waste ans plan.
ESH341	Criticality Safety Training Initial - Managers/Engineers	8	240	EXITECH Columbia Corporation	Participants will learn how neutrons are controlled to prevent accidental criticalities. A review of criticality accidents, fission process, and nuclear criticality safety manual, WHC-CM-4-29.
ESH342	Criticality Safety Retraining - Managers/Engineers	4	125	EXITECH Columbia Corporation	Will cover lessons learned, problem areas and update of WHC-CM-4-29.
ESH345	1-DAY SUPERVISED FIELD EXPERIENCE	8	0	Fluor Daniel Hanford	8 hours of supervised hazardous waste site field work experience as required by OSHA.
ESH348	Radioactive Materials Module, Basic	16	0	Quality Training and Resource	This module is a continuation of the 2.5 day Basic Hazardous materials Workshop.
ESH350	Nuclear Criticality Safety	24	0	Los Alamos National Labs	This is an intensive course in criticality safety consisting of lectures and laboratory sessions, including active student participation in actual critical experiments, a visit to a plutonium processing facility, and in-depth discussionsafety philosophy.
ESH351	RESRAD Workshop	12	0	Doe-Hq	-Overview of RESRAD (REDidual RADioactivity computer code). - Demonstration of RESRAD. -RESRAD methodology. -Hands-on experience. - RESRAD data requirements. -RESRAD sensitivity analysis. -RESRAD verification and validation.
ESH354	Management & Disposal of Radioactive Wastes	40	1095	Harvard School of Public Healt	Topics will include: -Waste sources and handling -Radiation fundamentals and environmental standards -Status of state programs -Waste segregation, compaction, and treatment -Assay of low-level waste packages
ESH357	Behavior-Based Safety Training	16	180	EXITECH Columbia Corporation	The participants identify barriers to safety, discuss the three elements of a Total Safety Culture, and learn how they can implement seven fundamental principles of the safety process.
ESH358	Hazardous Waste Transportation, Advanced	40	0	Fluor Daniel Hanford	Training will include performance oriented packaging, hazard classification, use of the hazmat table, shipping paper and DOT communications regulations. Trainees will gain a thorough working knowledge of 49 CFR as well as the regulations contained in Docket HM-181.
ESH362	SCBA (Self-Contained Breathing Apparatus) Initial	3	75	Fluor Daniel Hanford	Instruction in proper use of SCOTT 4.5 to meet requirements of mandating documents. Student will be able to demonstrate its operation, maintenance, donning and doffing techniques as prescribed in 29 CFR 1910.134, 29 CFR 1910.139, ANS.2 (1992) and Manufacturer's instructions.

ESH366	Scott SKA-PAK Airline System Initial	3	0	Fluor Daniel Hanford	Participants to be able to demonstrate proper inspection, donning and doffing, and use of the SCOTT SKA-PAK Airline System. Those who will also be assigned at their work locations to operate the bottle cart will be given an additional practical exercise consisting of operational inspection and use of the Breathing Air Cart System. This class is design to instruct employees in the proper use of the SCOTT SKA-PAK Airline System and the breathing air cart for entry, exit or routine work conditions which mandate its use.
ESH370	MSA PAPR (Powered Air-Purifying Respirator) Full Facepiece Initial	3	75	Fluor Daniel Hanford	Participants will be able to demonstrate proper inspection, donning and use of the MSA-PAPR Unit. Employees must perform a practical evaluation utilizing the MSA-PAPR equipment at the end of the course to receive qualification on thisiratory protection equipment. This class is designed to instruct employees in the proper use of the MSA-PAPR for entry, exit or routine work conditions which mandate its use.
ESH373	Orientation to Pollution Prevention for Facility Design	6	245	Quality Training and Resource	This half day course provides the student with a tool for incorporating pollution prevention into plant modifications, facility construction projects and other areas of waste minimization.
ESH375	Environmental Oversight Case Studies	8	415	Qtrc	This one-day course is designed to allow Facility Representatives and other Hanford oversight personnel to gain from the experience of others. Participants will work thought case studies of actual occurrences, including both federal and state environmental laws. This final module of the Practical Applications of Environmental Laws and Regulations Program allows participants to draw from everything they have learned in the previous moles.
ESH381	Management of Polychlorinated Biphenyls (PBCs)	24	0	Doe	- Background and perspective on PCB regulations - The real meaning of the anti-dilution rule - Discussion of all aspects of PCB management - Discussion of existing PCB compliance programs and strategies - Application of the PCB regulationD&D and environme
ESH384	Understanding the ISO 14000 EMS	8	0	Global Environment & Technolog	Topics covered include an overview of the six areas of ISO 14000 series of standards and how they are structured, a detailed review of each element of ISO 14001 the benefits and hurdles involved in implementing ISO 14001 in a facility,the change management issues resulting from ISO 14001.
ESH386	RCRA Seminar, McCoy's Advanced	24	1200	McCoy and Associates, Inc.	Topics covered include: Advanced RCRA Topics, RCRA Land Disposal Restrictions, Applied RCRA Concepts. These topics will include: discarded materials, identifying characteristic wastes, derived form rule, RCRA information sources, treatment of non-permitted waste, corrective action and CAMU's, land disposal regulations, restrictions for listed wastes,etc.

ESH388	Environmental Management Fellows Program	192	5250	Council For Excellence In Gove	While continuing in their current jobs, EM Fellows will participate in a year-long series of activities which will explore the demands of executive leadership and the personal choices, commitments and actions required of successful leaders. Fellows will focus specifically on developing the leadership skills and action strategies that will position EM as a high-performance organization now and into the next century. Fellows will take part in several one-to-two day visits to leading corporations and government agencies to see first-hand how these organizations operate and to meet with the teams who lead them. Host companies will include organizations that are recognized models of excellence in environmental management.
ESH389	Implementing the ISO 14001 EMS	24	0	Global Environment & Technolog	Topics covered include an in-depth explanation of each requirement of the ISO 14001 EMS from an operational perspective, techniques, tools, how-tos, and resources for developing and implementing an ISO 14001 conformant EMS at the facility level, gap analysis protocols, samples of required documentation, and EMS project management.
ESH390	Treatment Technologies for Superfund (165.3)	32	0	Hammer - Epa	Identify treatability study screening resources. - Identify the processes and explain the limitations of the most frequently used treatment technologies. - Explain the principles and applications of biological technology. - Describe types of incinerator design. - Identify references that describe emerging treatment technologies.
ESH391	Washington State Environmental Law, Fundamentals of	16	900	WSU-TC Professional Developmen	-The environmental protection system in Washington -Overview of Hanford Environmental Programs and the Tri-Party Agreement -State Environmental Policy Act (SEPA) -Air Pollution Control -Water Pollution Control -Solid Waste Management in Washington -Hazardous Waste
ESH393	Auditing the ISO 14001 EMS	40	0	Global Environment & Technolog	Course content includes audit planning and protocol development, EMS conformity assessment, techniques, EMS case study workshop, EMS audit program design, ISO 9001/14001 systems integration overview, and nonconformance reporting and follow-up.
ESH394	Criticality Safety Assessments Workshop	20	750	University of New Mexico	Each group will be given an operation/process to be evaluated and will be responsible for the following: - Interviewing operations - Identifying normal and off-normal conditions - Parameters to be controlled - How parameters will be controlled - Limits - Estimates of the effectiveness of different configurations - A summary of the assessment - Example postings and procedures

ESH395	Health Physics for the Industrial Hygienist	40	1450	Orise	- Introduction to Radioactivity - Radiation Shielding - Radiation Detection - Air Sampling - Contamination Surveys - Radiation Biology - Source Leak Testing - Radiation Protection
ESH396	Successful and Effective Expert Witnesses in Safety and Health	16	395	American Society of Safety Eng	This course is a pre-conference seminar to the 1998 American Society of Safety Engineers Professional Development Conference (CFR181).
ESH397	Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699	8	0	Federal Emergency Management A	A basic home study course to help personnel understand seismic hazards and seismic safety related to new construction funded with Federal assistance or Federally guaranteed loans.
ESH398	Community Relations In Superfund	16	0	Epa	This course describes the requirements of and techniques for implementing community relations at Superfund sites.
ESH399	Fundamentals of Industrial Hygiene	40	1095	Harvard School of Public Healt	This course will provide the student with a practical understanding of industrial hygiene principles and practices.
ESH400	Water Certification Examination Review	24	225	Green River Community College	This all-inclusive workshop presents an extensive math and science refresher along with sound advice on how to effectively prepare for the O.I.T., I, II and III certification examinations. It is a systematic, in-depth study of the prins of water utility management, operation, and maintenance that the certification exams are based on.
ESH402	Environmental Laws & Regulations Compliance Course	24	999	Government Institutes, Inc.	
ESH403	Basic Respiratory Protection Initial	8	90	EXITECH Columbia Corporation	This course provides training on the responsibilities, uses, limitations, selection process, respiratory hazards, including identification and control of the hazards. The practical portion verifies the proper field fit checks and donning and doffing practices.
ESH405	Environmental Assessment	16	0	Office of Energy Research	The course presents a step by step approach to the development of a DOE EA. The course evolved through a lessons learned approach. Headquarters (EH, GC, and ER) comments were reviewed for all EAs submitted since SEN-15-90 and are thes of the information presented in the course. The course is provided through both lecture and hands-on activities.
ESH406	Mitigation, Introduction to	8	0	Federal Emergency Management A	This course provides an introduction to mitigation to those who are new to emergency management and/or mitigation. Mitigation is an important component in the planning of new developments and improvements to existing infrastructure in order to reduce hazard risks in our community.

ESH407	Celebrating NEPA: New Visions, Better Decisions	16	145	Doe-Hq	In keeping with the policy set forth in NEPA, the Department of Energy seeks to improve its use of NEPA as a valuable planning tool. The Department has recently adopted new policies to streamline the NEPA process, minimize the cost and for document preparation and review, emphasize teamwork, and make the process more useful to decision makers and the public.
ESH408	Condensate Induced Water Hammer Safety, Initial	8	150	Fluor Daniel Hanford	This course provides instruction on phenomena and prevention of a condensate induced water hammer event, how to identify potentially dangerous piping configurations in employees facilities, and steam trap operations.
ESH409	Technical Assessments: Enhancing Conduct of Operations	32	0	Doe-Sr	This training covers DNFSB.
ESH410	Basic Incident Command System	8	0	Federal Emergency Management A	This course will provide training for those who are not first responders, but who may be called upon to function in an Incident Command System (ICS) environment. ICS is an effective system for managing emergencies.
ESH411	Hazard Communication/Waste Management Awareness	8	0	Fluor Daniel Hanford	The course provides the hazardous waste worker with information regarding specific waste generation procedures and requirements pertaining to segregation, initial accumulation and recordkeeping. Also included is training on proper response to incidents, unknown wastes, and regulatory questions.
ESH412	Emergency Preparedness Training	16	0	Fluor Daniel Hanford	The first part of the workshop will deal with the Emergency Preparedness Assessments (EPA) process, including the new Hanford Site hazards assessment guidelines. The second part will focus on use of EPA results to develop facility specific EALs.
ESH413	Environmental Audits and Assessments	24	800	National Environmental Trainin	The course provides a comprehensive overview of a number of innovative waste treatment technologies including: bioremediation, Soil Vapor Extraction, soil washing, air sparging, passive treatment walls, base-catalyzed decomposition, surt flushing, and hot water or steam flushing and stripping.
ESH414	Trenching, Excavation, and Soil Mechanics	24	395	OSHA Institute, Red Rocks Comm	Major topics include: - Soil inspection, analysis and classification - Wood and hydraulic shoring - Discussion of the requirements for training site personnel

ESH415	MSA PAPR (Powered Air-Purifying Respirator) Full Facepiece Refresher	3	25	Fluor Daniel Hanford	In this refresher course, participants will be able to demonstrate proper inspection, donning and use of the MSA-PAPR Unit. Employees must perform a practical evaluation utilizing the MSA-PAPR equipment at the end of the course to receive qualification on this respiratory protection equipment. This class is designed to instruct employees in the proper use of the MSA-PAPR for entry, exit or routine work conditions which mandate its use.
ESH416	Clean Air Compliance Institute, The	32	1599	Government Institutes	Students will learn which technologies will work best for them, focusing on how to write a permit application that is complete, and gaining information which will ensure your management and engineering strategies work.
ESH417	NEPA National Environmental Policy Act	12	0	Doe-Hq	This course begins with an overview of the DOE NEPA Program, which includes the Council on Environmental Quality Regulations, the DOE NEPA regulations, the Secretarial Policy Statement on NEPA, and guidance tools to assist in NEPA compe. Then, it goes into more detail on NEPA regulations and DOE Order, the NEPA process, and document preparation.
ESH418	Fire Protection Program: Part B Background and Requirements	0.5	35	Fluor Daniel Hanford	This is a CBT program normally taken at the completion of HGET by Building Managers, Cog Engineers, and Project Managers. Topics include: * Requirement documents that provide the basis for fire protection programs * Areas of responsibilities of fire protection personnel and building administrative personnel * When to call the fire protection points-of-contact * How the concept of "uninsured" affects DOE when there is a loss due to fire.
ESH419	Fire Protection Program: Part C Fire Protection Requirements	0.5	35	Fluor Daniel Hanford	This is a CBT program normally taken at the completion of HGET by Building Managers, Cog Engineers, and Project Managers. Topics include: * Fire Protection Manual * Fire Protection Facility Assessments * Hanford Action Tracking sys* Hanford Fire Department - Fire Prevention Program as administered by the Hanford Fire Marshall

ESH421	Mixed Waste Short Course	8	0	Doe-Sr Neto	This course provides instruction in the terms and basic concepts used in the management of mixed (radioactive and hazardous) waste. At the completion of the course participants will be able to define mixed waste, recognize the waste ss from which mixed waste is typically generated, identify the legal considerations relevant to the treatment, storage, and disposal of mixed waste, explain the impact of the Federal Facility Compliance Act (FFCA) on mixed waste management at DOE, identify mixed waste teatment technologies, explain the identification and characterization of mixed storage and disposal practices in the DOE complex. The course text is a reference manual for the identification and management of mixed waste. The course includes a final exam.
ESH422	Hazardous Waste Training, Module 2 Basic	4	125	Fluor Daniel Hanford	Course topics include: - Hazardous Waste Transportation - Markings - Shipping papers - Basic requirements - Labpack requirements - Spill requirements in 40CFR Part 263
ESH423	Radioactive Material Transportation, Basic	16	0	HAMMER/DOE Nat. Trans. Program	This course is designed to provide participants with basic determination skills for radioactive material transportation.
ESH424	Waste Management, Introduction to	16	460	National Environmental Trainin	The course communicates how to identify and implement streamlining opportunities at a site using the following four principles: creating an interagency core team, concise problem definition and identification, early identification of likely response actions, and uncertainty management.
ESH425	Pollution Prevention Video Series Program 4- From Grassroots To Suits	3	0	Doe-Hq	This video addresses pollution prevention in the Design and Start-Up of New Facilities, Design for Environment, Benchmarking, Energy Conservation, and Activities-Based Costing. The program will also cover hands-on training and easy fivisions and schemes for the next century.
ESH426	Supervisor's Orientation to Occupational Safety in DOE Refresher	8	0	Doe-RI	This course focuses on recognition, evaluation, and control of hazards. Topics covered include: OSHA Requirements and DOE Orders, Physical Hazards, Machine Safeguards, Electrical Hazards, Chemical Hazards, Job Safety Analysis.
ESH427	Decommissioning Video Series Program 6 (Policies and Issues)	3	0	Doe-Hq	This video series concludes with Detailed Facility Transition Guidelines; Headquarters/Field Interfaces; Stakeholders Involvement; and U.S. DOE Decommissioning Policies.

ESH428	Natural Attenuation of Chlorinated Solvents in Groundwater	8	0	Department of Ecology	National experts in the field of biotreatment present the latest developments in natural degradation processes. The physical, chemical, and biological mechanisms for degrading chlorinated solvents in groundwater will be discussed, as tools for the documentation and evaluation of natural attenuation projects based on case studies. The training combines presentation and discussion with "hands on" problem solving work session on day two.
ESH429	Laboratory Safety and Health	32	0	OSHA Training Institute, Chica	This course introduces the student to the hazards associated with laboratories and the control of these hazards. Topics include: - Laboratory safety codes and standards - Radiation hazards - Biohazard - Flammable and electrical haz- Incompatible chemicals - Health effects of chemicals - Detailed discussion of OSHA's laboratory standard and the chemical hygiene plan concept - Evaluation of laboratory hoods - Discussion of actual laboratory operations
ESH430	Motor Carrier Safety Compliance Seminar	24	300	HAMMER/DOE Nat. Trans. Program	Topics covered include regulation overview, accident recordkeeping, driver qualification files, drug and alcohol testing requirements, hazardous materials - driving and parking rules only, maintenance records, North American Out-of-Service Criteria, and parts and accessories for safe operation. Also covered are hours of service: basic rule application, exemptions, interpretive guidance, and auditing/falsification.
ESH431	Pollution Prevention for Federal Facilities	16	999	Government Institutes, Inc.	Topics covered include: The Federal Pollution Prevention/Waste Minimization (PPWM) program; the elements of an effective PPWM program; material selection and product/program design; role of procurement in achieving goals; operations waste management; measurement and the use of information management systems; workforce training; and communication issues.
ESH432	Hazardous Waste Management at Federal Facilities	16	999	Government Institutes, Inc.	Topics covered include: Identification of hazardous wastes; transportation, storage and disposal (TSD) requirements; inspection preparation; reporting and recordkeeping requirements; three workshop sessions including exercises; land disposal restrictions; generator issues; shipping and labeling; and pollution prevention and waste minimization.
ESH433	Mixed Waste Management	16	999	Government Institutes, Inc.	Topics covered include: regulations of radioactive and hazardous components of mixed waste; determining which wastes are mixed; impact of the Federal Facility Compliance Act (FFCA); treatment, storage and disposal; developing technologies; environmental restoration; waste minimization; management strategies; and what the future holds.

ESH434	Scaffold Safety, Users	2	40	EXITECH Columbia Corporation	Topics include: hazards associated with working from scaffolds, the three different status tags and what they mean, load carrying capacities of scaffold, maximum intended lead, proper use of scaffolds, proper handling of materials on a scaffold, the correct procedures for electrical hazards, fall hazards, and the hazard of falling objects
ESH436	Comprehensive Review	32	0	University of Michigan	This course will be an intense, high-level review for the ABIH certification examination. The course is not presented as, nor is it intended to be, a method of instant certification. This review will cover all topics commonly found on certification exam. Topics included: Management; Regulation Toxicology; Health Effects; Air Monitoring; Lab Analysis; Basic Math and Calculations; Air Contaminant Calculations; Ionizing Radiation; Nonionizing Radiation; Ventilation; Air Pollution; Ventilation Problems; Personal Protective Equipment; HAZWOPER and PPE; Heat Stress; Noise; Ergonomics; Computer Labs (daily).
ESH437	Transportation of Hazardous Substances and Hazardous Wastes	16	595	WSU Tri-Cities Professionals	This course provides instruction in an integrated format on the requirements of DOT, OSHA, and EPA that pertain to the transport of hazardous materials, wastes and substances. A testing component is included and training satisfies DOE requirements for function-specific training. Course content includes: - RCRA generator and transporter requirements - OSHA hazard communication and worker protection standards - EPA discharge notification and cleanup requirements pursuant to RCRA, CERCLA, and SARA Title 111 - DOE hazardous waste and substance shipping requirements
ESH438	Quantitative Mask Fit	1	55	Fluor Daniel Hanford	As per the mandating documents, (WHC-CM-4-3, OSHA 29CFR1910.134, ANSI Z88.2 1992) mask fits must be performed at least once every 12 months. This will be accomplished using Port-A-Count Plus testing equipment. Subjects will be fitted for all masks they may have the need to wear during the next 12 months.
ESH440	Hazardous Materials	40	0	OSHA Training Institute	This course covers OSHA general industry standards and integrates materials from other consensus and proprietary standards that relate to hazardous materials. Included are flammable and combustible liquids, compressed gases, LP-gas, toxic liquids, anhydrous ammonia, and explosives. Related processes such as welding, spraying, and dipping are covered, as well as electrical equipment, ventilation, and fire protection.

ESH441	Machinery and Machine Guarding Standards	40	540	OSHA Training Institute	This shortened version of #204 familiarizes the student with various types of common machinery and the related safety standards. Guidance is provided with respect to the hazards associated with various kinds of machinery and the contf hazardous energy sources (lockout/tagout). The course presents an approach to machine inspection that enables participants to recognize hazards such as those created by points of operation, rotating parts, and flying chips and provides options achieve abatement. Also included is hands-on training in the laboratories. (5 days)
ESH442	Cranes and Rigging Safety for Construction	32	0	OSHA Training Institute	This course introduced the student to the various types of mobile and tower cranes used in construction operations. Students are provided with basic information concerning crane operations, crane inspection and maintenance, rigging ition, reading load charts, and corresponding OSHA and consensus standards. Exercises in applying OSHA and ANSI standards, reading load charts and rigging tables, and preventing accidents are conducted. The highlight of the course is a field tripo gain expertise in inspecting mobile cranes. (4 days)
ESH443	Fire Protection and Life Safety	40	0	OSHA Training Institute, Chica	This shortened version of #207 introduces the student to the recognition of potential fire hazards and emergency procedures. Topics include the chemistry of fire, types and effectiveness of extinguishing agents, means of egress, deteand alarm systems, fire brigades, fire prevention plans, and the Life Safety Code (NFPA 101).29 CFR 1910, Subparts E and L, and referenced NFPA codes provide the basis for the course.
ESH444	VPPPA Region X Conference, 5th Annual	16	95	VPPPA Region X	Topics to be covered: Gearing Up for the VPP - The Annual Self-Evaluation - Demonstrating Management Leadership - OSHA Recordkeeping Requirements & Proposed Changes - Enhanced Work Planning - The VPP Onsite Review - Creative Employee Involvement - Behavioral Based Safety.
ESH445	Asbestos Awareness	3	100	EXITECH Columbia Corporation	This course covers recognition of asbestos containing materials (ACM), exposure hazards and chronic health affects, regulated area, protective clothing, respiratory protection, and waste disposal requirements, abatement techniques, review of applicable OSHA, WAC, DOE and FDH/ICF KH regulations, and a review of applicable OSHA regulations and Hanford site requirements.

ESH447	Health Hazards in the Construction Industry for Safety Personnel	32	0	OSHA Training Institute	This course focuses on the recognition and evaluation of health hazards in the construction industry. Topics include health hazards associated with abrasive blasting, asbestos, confined spaces, demolition, painting, roofing, silica, land welding. Participants will be instructed in the recognition of potential hazards, proper evaluation methods, applicable standards, and procedures for referring health hazards to industrial hygienists to complete the inspection/ citation process(4 days)
ESH448	Environmental Toxicology, Principles of	40	0	United States Fish and Wildlife	Participants review the basic principles of contaminant chemistry including routes of exposure, fate and transport mechanisms, and metabolism and biotransformation of contaminants in organisms. More detailed sessions will describe the maypes of contaminants including metals and inorganics, hydrocarbons, PCBs and dioxins, radionuclides, pesticides, and emerging issues such as endocrine disruptors and municipal and agricultural wastestreams.
ESH450	Associate Safety Professional Workshop	24	659	American Society of Safety Eng	This workshop will define the scope of the examination, illustrate the complexity of problems to be encountered, review basic math, science and calculator skills, discuss test strategy, examine reference materials, and present a model home udy program.
ESH451	Certified Safety Professional Comprehensive Workshop	24	699	American Society of Safety Eng	The course emphasizes the Comprehensive Practice exam option, but is applicable to all Specialty Examinations. The primary distinction among the examination options is the subject weighting of the four exam areas: applied engineering,ied management, applied sciences, and legal/regulatory and professional affairs. The course consists of lectures, sample problems and discussions on various subjects to prepare the student for the exam. Pertinent reference materials are discussed to help students focus their studies in specific areas before sitting for the exam.
ESH453	Basic Respiratory Protection Refresher	4	50	Fluor Daniel Hanford	This refresher course provides training on the responsibilities, uses, limitations, selection process, respiratory hazards, including identification and control of the hazards. The practical portion verifies the proper field fit checks and donning and doffing practices.
ESH454	Environment, Safety and Health Forum	40	0	Doe-Hq	Topics covered include: - NEPA Improvements - Exposure Analysis - Decontamination & Decommissioning - Nuclear Safety - Employee Involvement - Industrial Hygiene - ES&H Management Plan

ESH455	Process Safety Management: Design & Evaluation of Process Safety Mgt. Systems	24	1095	American Institute of Chemical	This course will provide process safety management (PSM) principles to be used in the development and implementation of programs to comply with OSHA's PSM Standard 1910.119, EPA Risk Management Plan, and company standards. It will show how to get a PSM program in place and how to provide on-going effectiveness of the program through lectures, class discussions, and small group problem-solving sessions. The seminar will provide participants with guidance in evaluating their own programs and methods to fit PSM elements into their own organizations.
ESH456	Washington Crane Safety Seminar	16	50	Wcsa	Topics covered include: Statistics/Crane Fatalities & Accidents Legal Responsibilities - Operator/Owner/Supervisor Crane Design & Load Chart Specifications Pick and Carry Operations Crane Set-up Problems & Solutions Preventing Overloads Wg Near High Voltage Power Lines Monthly/Annual Crane Inspections Working Checklist for Critical Lifts Tour of Vendor Display Common Operating Problems Boom Assembly & Disassembly Suspended Personnel Platforms High Wind Problems & Procedures Tandem Lifts Problems & Procedures Machine Rigging
ESH459	Beryllium: Effect on Worker Health	8	99	Acgih	Topics to be included: ACGIH Chemical Substances TLV Committee, Biological Effects, Exposures, Historical - Current, Sampling Methods, Epidemiology, New Research
ESH460	Fall Protection for Competent Person	32	855	Hammer	Students will have the opportunity to sample fall protection equipment from leading suppliers and will be able to make side-by-side functional comparisons of at least five major fall protection lines.
ESH462	Radiological Worker I Retraining	8	250	EXITECH Columbia Corporation	Major course topics include: - Radiological fundamentals - Biological effects - Radiation limits - ALARA - Personnel monitoring - Contamination control - Radiological postings - Radiological emergencies
ESH463	Radioactive Waste Management Training	24	675	Natnl Env Trng Office (DOE-SR)	The course provides detailed instruction on the requirements of the revised Order, Manual, and Implementation Guide: Outlines key changes, introduces compliance strategies, and provides opportunities for participants to apply the key requirements through student exercises. The primary goal for this training is to support implementation of the requirements in DOE 0435.1. The course consists of the following: Introduction, Overview, and Goals; Low-Level Waste; Low-Level Waste Disposal; Transuranic Waste; High-Level Waste

ESH464	Environmental, Health & Safety Law, Certificate in	40	1675	Institute for Applied Manageme	This course is a unique blend of practical, comprehensive information and insight on the full gamut of environmental, health and safety laws and regulations.
ESH465	Compliance Assurance Monitoring	12	470	Environmental Protection Agenc	This workshop will assist participants in understanding the requirements of the U.S. EPA's recently promulgated Compliance Assurance Monitoring (CAM) rule and other monitoring requirements for Title V Permits. The CAM rule sets monitorinuirements that major sources of air pollution must meet under the Clean Air Act. The CAM rule focuses on operation and maintenance procedures by requiring that sources demonstrate that they have properly installed effective control equipment and are maintaining it properly. Title V generally relies on monitoring requirements in existing rules and establishes new requirements only in situations where other clean air regulations do not contain such moniting provisions.
ESH466	Price Anderson Amendment Act Workshop	40	0	Doe-Hq	This workshop will show parrticipants how to use the established guidance and examples for use by contractors in determining the criteria for reporting of potential significant noncompliances, i.e., those that are reportable to the DOE Noliance Tracking System (NTS) with DOE's Price-Anderson Amendments Act (PAAA) Nuclear Safety Rules. The criteria and examples are based on established/accepted technical and regulatory positions. The examples are provided in a format that can be used consistently by Project Hanford Management Contractors (PHMC).
ESH467	Practical Radiochemistry	16	399	WSU-TC Professional Developmen	Overview of Radiochemistry. Essential Nuclear Theory, Sampling, Sample Preservation, and Sample Receipt. Preparations and Separations, Detection and Analysis, Calculations and Reporting, Quality Control, Safety and Waste Handling anlications and Trends.
ESH471	Confined Space Entry	4.5	130	EXITECH Columbia Corporation	This course covers confined space recognition, safety measures, protective equipment, employer/employee responsibilities, and meets OSHA requirements.
ESH472	Occupational Safety and Health Standards for General Industry	32	540	OSHA Institute/HAMMER	Topics covered include implementing provisions of the OSHA Act in the workplace, rights and responsibilities under the OSH Act, the appeals process, and recordkeeping. Introduction to OSHA's general industry standards and an overview of requirements for frequently referenced standards. Students who successfully complete this course will be certified to conduct the 10 and 30 hour voluntary compliance courses.

ESH473	OSHA Collateral Duty Course for Other Federal Agencies	32	540	OSHA Training Institute, Chica	This course introduces Federal agency collateral duty (part-time) safety and health personnel to the OSH Act, Executive Order 12196, 29 CFR 1960, and 29 CFR 1910. It enables them to recognize basic safety and health hazards in their workplaces and to effectively assist agency safety and health officers in their inspection and abatement efforts. The course highlight is a mock inspection of a government facility.
ESH474	IATA/ICAO Dangerous Goods Workshop	24	0	HAMMER/DOE Nat. Trans. Program	This advanced course targets individuals who share responsibility for complying with the International Civil Aviation Organization (ICAO) requirements, as addressed in the International Air Transport Association (IATA) regulations, and DOT Hazardous Material Regulations. Special emphasis is placed on the air transport of radioactive material. Topics addressed include shipper responsibilities, classification of dangerous goods, packaging and shipping determinations, hazard communication, and cargo handling. A unique aspect of this workshop is the integration of the DOT requirements with the IATA/ICAO regulations. Hypothetical shipping scenarios and case studies are provided that require the participant to apply and integrate IATA/ICAO and DOT regulations.
ESH475	Certification Review For Health Physicists	40	1450	K.A.L. Inc	Course includes a review of the subject matter that will be covered in the Health Physics Certification Examination.
ESH476	OSHA Construction Training	16	350	Lane Environmental Inc.	This course fulfills the new ICF Kaiser General Contract Conditions. The curriculum is based on Federal OSHA Instructor Course for the Construction Industry. This course increases safety awareness among employees. Students are given the 1926 General Construction handbook and a General Construction Digest handbook.
ESH477	Federal Aviation Regulation 135 Air Carrier Certification & Inspection Course	40	0	U.S. Dept. of Trans./FAA	This is a cooperative effort between the DOE Aviation community and the FAA. The course is a modified and condensed version of their 14 CFR 135 course on Inspection and Certification of Air Carriers. It provides the skills needed to conduct a Title 14 code of Federal Regulations Part 135 Inspection of a charter operation.

ESH478	Applied Health Physics	200	7475	Orise	Participants spend approximately 40% of their time performing laboratory exercises using radiation detection and measurement equipment. Laboratory exercises complement the health physics principles learned in the lectures. This course satisfy most of the basic science training hours required for license in medical uses of by-product material. For reactor health physicists, this course will provide 200 hours toward the licensing requirements for nuclear power plant health physics personnel.
ESH480	Waste Handling, Segregation, and Packaging	4	0	Fluor Daniel Hanford	This course is an overview of waste handling, segregation, and packaging.
ESH481	Certification Review for Health Physicists	40	1395	K.A.L., Inc.	This course provides intensive preparation for both parts of the American Board of Health Physics Certification Exam. By providing more than just an academic overview, it develops and sharpens the basic skills and knowledge necessary to perform well on the exam.
ESH482	Health Physics Refresher Course	48	475	WSU-TC Professional Developmen	Refresh your knowledge of health physics principles and practices or prepare yourself to take the Certification Exam of the American Board of Health Physics through this 12-week course. The course will be launched with a course overview and exam preparation strategies followed by lecture/problem solving sessions in all areas of health physics.
ESH483	Hazardous Materials/Radioactive Materials Workshop	40	0	Doe	For those who have completed the basic courses, this workshop provides challenging, advanced-level training in the shipping of hazardous and radioactive materials. It provides a way of keeping current with the regulations, provide a fwhere site-specific concerns and "lessons learned" can be exchanged, and provide more "hands on" experience through the use of extensive problem sets. This course provides for more in-depth discussions, and coverage of advance topics. Emphasis is placed upon problem solving typical of DOE hazardous materials (particularly radioactive) shipments. Lecture time a problem sets are split between nonradioactive materials and radioactive materials.
ESH484	Condensate Induced Water HAMMER - Refresher	3	0	Fluor Daniel Hanford	This course provides refresher training on identification and prevention of water hammer events. Students will work practical exercises on actual events derived from DOE and industry.
ESH485	Seminar E-A Road Map To Implementing A Successful Environ. Safety & Health Prog.	8	210	Environmental Information Asso	A panel of experts will present time-tested, battle-proven methods and techniques that will serve as a valuable resource for implementation of an environmental safety program.

ESH486	Seminar B-Considerations For An Effective Building Decommissioning	8	210	Environmental Information Asso	When environmental regulations and potential liabilities are considered, the closure of a facility can present difficulties for a company. For example, past operations in the facility and the materials used in operations may leave rescontamination on surfaces that present an exposure potential for later occupants. This course reviews a strategy for the decommissioning of a hypothetical facility.
ESH487	OSHA 29CFR Part 1910: General Environmental Controls, Electrical	16	360	WSU-TC Professional Developmen	Analysis is made of the requirements affecting occupational safety and health standards to include required employee training in sanitation, safety color code for marking physical hazards, specifications for accident prevention signs and tags, permit-requiredonfined spaces, control of hazardous energy (lockout/tagout), and more.
ESH488	OSHA 29CFR Part 1910.269: Electrical Power Generation, Transmission, and Distri	8	199	WSU-TC Professional Developmen	Analysis is made of new regulations affecting power and utility companies and industrial power generations to include required employee training in cardiopulmonary resuscitation, medical services and first aid; job briefings on hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment requirements; and more.
ESH489	OSHA 29CFR Part 1926: Power Transmission and Distribution, Electrical	8	199	WSU-TC Professional Developmen	Analysis is made of new requirements affecting occupational safety and health standards to include required employee training in power transmission and distribution, tools, protective equipment, mechanical equipment, and more.
ESH490	Hazardous Material Shipper Certification - Advanced 1	16	0	Fluor Daniel Hanford/DOE Nat.	Course topics include: - Identification - Classification - Proper shipping name - Packaging - Marking - Labeling - Shipping papers - Separation, segregation, and load securement - Placarding
ESH491	Advances In Occupational and Environmental Medicine	8	145	University of Washington	Recently infectious diseases long thought to be under control have begun recurring, and new ones have emerged. This course will cover some of these diseases transmitted in the workplace, including tuberculosis, HIV and hepatitis. Conrsial issues in occupational and environmental health, including drug testing, prophyrin disorders and ethical concerns, will also be addressed.
ESH492	Geochemical Processes in Groundwater Movement	32	1200	Environmental Education Enterp	Topics covered include: Geochemical processes: ion speciation/complexation, Acid/base and precipitation dissolution reactions, Oxidation and reduction reactions, Chemical evolution of groundwater, Biodegradation of organic solutes, Evaluation of laboratory analytical data, Geochemicareaction modeling.

ESH493	Fire Protection and Life Safety	24	395	OSHA Institute, Red Rocks Comm	This shortened version introduces the student to the recognition of potential fire hazards and emergency procedures. Topics include the chemistry of fire, types and effectiveness of extinguishing agents, means of egress, detection and systems, fire brigades, fire prevention plans, and the Life Safety Code (NFPA 101).29 CFR 1910, Subparts E and L, and referenced NFPA codes provide the basis for the course.
ESH494	Product Health & Safety/Product Stewardship	40	210	American Industrial Hygiene As	This course will inform attendees of the new products available for continuing to strive toward bringing health and safety to the nation's work force.
ESH495	Release Reporting & EPCRA Requirements Workshop	16	0	Doe-Hq	This workshop focuses on the reporting requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Emergency Planning and Community Right-To- Know Act (EPCRA). Day 1 provides information oCLA and EPCRA reporting requirements including types of releases that must be reported; continuous release reporting regulations, and DOE's interpretation of "Environment" and "Facility". Day 2 focuses on the key elements of Executive Order 1285and implementation of EPCRA 302-312 including emergency planning and hazardous chemical inventory reporting.
ESH496	Health Physics for DOE Facility Representatives	64	0	Doe-RI	This course provides the students with an understanding of the fundamentals of radiation protection, familiarization with the principles and practices of health physics programs, and a working knowledge of the specific DOE requirements, rules, and regulations designed to protect workers, the public, and the environment from the harmful effects of radiolocal materials. This course also covers radiological control requirements from 10 CFR 835, Hanford Site Radcon Manual, ANSI standards and DOE orders.
ESH497	Natural Resource Damage Assessment & Restoration	40	0	U.S. Fish & Wildlife Service	Participants are given the minimum tools and practical examples to complete a NRDA and begin Restoration of injured trust resources. Oil Pollution Act (OPA) and Comprehensive Environmental Response, Compensation, and Liability Act (CEregulations will be discussed. The course will include practical exercises to complete and actual damage assessment and begin restoration planning.
ESH500	OSHA Compliance/Standards Training	30	0	Jack Janda & Ken Yotz	1910 and 1926 OSHA standards; classroom instruction, and follow-up in-the-field practical in the 200 areas - including (OPTIONAL - after hours) a large, varied construction site.

ESH501	Agri-Energy Workshop	16	50	Doe-RI	<p>Topics covered include: Technical Workshop Introduction, Soil and Plant Systems, Material & Chemical Science Technologies, Aquaculture, Pest Control, Cleanup Technology, Instrumentation/ Measurement, Bioremediation, and Biomass Utilin</p> <p>Tours include: Richland Operations Office, Science and Technology Programs; USDA-ARS Research Overview by Ann Kennedy, Technology Transfer Program briefing by Dave Greenslade; Lysimeter Test Facility; 329 Building; 326 Building; Life Sciences LI and Wind Tunnel Facility; Food Irradiation Project; Wind Tunnel Project; Remote Sensing and Visualization Lab; Process Development Laboratory (PDL); bench and pilot scale processes.</p>
ESH502	RCRA Training Update, McCoy's	40	1600	McCoy and Associates, Inc.	<p>Topics covered include: Day 1 - RCRA Fundamentals Day 2 - Critical Generator Issues Day 3 - Advanced RCRA Topics Day 4 - RCRA Land Disposal Restrictions Day 5 - Applied RCRA Concepts</p>
ESH503	Industrial Hygiene Chemistry Method Validation	40	415	American Industrial Hygiene As	<p>This course will make industrial hygienists familiar with laboratory and field calibration techniques. Industrial hygiene chemistry methods typically specify conditions and equipment necessary to collect, preserve, and analyze workplample. The course will stress the need to initiate and maintain an ongoing program to validate the performance of industrial hygiene methods and laboratories performing the analysis.</p>
ESH504	Monitored Natural Attenuation for Ground Water	16	0	Eastern Research Group, Inc.	<p>This course will cover the OSWER Policy Directive, the technical and physical underpinnings of NA and will identify successful approaches for demonstrating the role of NA as a remedy component. This course is presented primarily by EPA SGS personnel.</p>
ESH505	Waste Management Awareness	4	150	EXITECH Columbia Corporation	<p>This course introduces workers to hazard communication, waste minimization, and waste management. It defines hazardous materials, reviews labeling requirements, and introduces material safety data sheets and key terms used in chemical y. Basic concepts for working safely with chemicals and methods for waste minimization are covered. Information is presented through lecture, films, and group participation.</p>

ESH506	Process Safety Management & Process Hazard Analysis	24	0	Doe-Hq/Pnnl	Module 1: Process Safety Management provides an introduction and overview of the OSHA Rule of Process Safety Management of Highly Hazardous Chemicals, 29 CFR 1910.119. It examines the PSM elements and their relationship to existing Orders. Participants gain an understanding of the interrelationship of each element within a comprehensive PSM program. Module 2: Process Hazard Analysis is considered to be the cornerstone of an effective PSM program. This workshop provides practical training in process hazard analysis using sample cases to illustrate the selection and application of appropriate analysis techniques.
ESH507	TRU Waste Management System Overview	16	695	Technology Training Center	The course will help participants understand how to perform key tasks in the Transuranic (TRU) waste management process from generation or retrieval to emplacement at the Waste Isolation Pilot Plant (WIPP). Topics covered include intrusion to the National TRU program; disposal authorization; site certification; waste retrieval/generation/storage; waste characterization; waste certification; TRUPACT II loading and transportation; and waste receipt, unloading, and emplacement.
ESH508	Essentials of Safety Management	16	395	Center for Occup. & Env. Health	The course will consist of lectures and group discussions. Topics include regulatory update, developing positive relationships with regulatory agencies, managing safety aspects of design and construction, getting on the management team the safety professional as a successful communicator and change agent. The course also covers the legal aspects of safety management, key elements of an effective safety management system, measuring the effectiveness of safety management programs, and managing safety training programs.
ESH509	TRU Waste Site Certification	16	695	Technology Training Center	The Generator Site Certification is a function of the national TRU Program in conjunction with the Carlsbad Area Office (CAO) Quality Assurance Program. The Generator Site Certification function was established to ensure DOE generator sites comply with WIPP TRU Waste Certification and transportation requirements, while maintaining compliance with applicable regulations.

ESH510	TRU Waste Acceptance Criteria Training, WIPP	8	395	Technology Training Center	To facilitate a better learning environment, a CD-ROM version of the WAC will be utilized by each student. This interactive CD-ROM has the ability to access the full text of the WAC as well as applicable reference material through hypks built into the program. As an added benefit, each participant will receive their personal copy of the CD-ROM.
ESH511	Container Waste Management Refresher	4	125	EXITECH Columbia Corporation	The course refreshes personnel on the requirements of container waste management and discusses changes in the waste programs which have occurred in the past 12 months.
ESH512	Nuclear Criticality Safety	40	1000	Los Alamos National Labs	This is an intensive course in criticality safety consisting of lectures and laboratory sessions, case studies, discussion of computer codes, including active student participation in actual critical experiments, in-depth discussions on safety philosophy, and a visit to a plutonium facility.
ESH513	Pollution Prevention Excellence Institute, The	40	1899	Government Institutes	You will learn what the federal laws, including RCRA, EPCRA, and the Pollution Prevention Act, currently require, and a preview of major new regulations which you must prepare for now; details of state-mandated pollution prevention and ccs-use reduction laws and other state actions that impact your daily waste management decisions; how to benefit from non-capital-intensive waste reduction opportunities and actions; and how to conduct technical and economic feasibility determinatis as required by law.
ESH514	Applying the NEPA Process/Writing Effective NEPA Documents	32	995	Shipley Environmental	Participants will learn principles of efficient NEPA project planning and how that planning is reflected in the resulting NEPA documentation. They will also learn to generate better NEPA documents with less preparation time and facilitate informed decisions and specific comments.
ESH515	Understanding and Preparing Statements of Work for Environmental Projects	24	695	Shipley Environmental	The Statements of Work is the heart of a contract document. Learn how to apply a useful systematic approach to the writing and reviewing of environmental statements of work. Use case studies and examples that apply to actual environmprojects.
ESH516	Actually Implementing ISO 14000	20	995	Business Development Associate	Evolution and development of environmental management systems and the fundamentals of the EMS standard and ISO 14000 Process.

ESH517	RCRA Corrective Action Course	24	0	Doe-Hq/Neto	<p>This workshop reviews the history of the corrective action program and describes how it has evolved from the rigid process-driven program that was established in the mid-eighties to the results oriented, flexible program that it is today. The workshop will describe how the corrective action program is expected to continue changing in the future. Interactive lecture sessions, interspersed with video presentation and case studies are used to describe how DOE facilities can manage the corrective action program to achieve results.</p>
ESH518	Managing Human Health & Ecological Risk Assessments Under CERCLA & RCRA	24	0	Doe-Hq / Neto	<p>This course provides participants with a review of the risk assessment role in the RCRA Facility Investigation (RFI) process and in the CERCLA RI/FS process. The emphasis is on the fundamentals of planning and conducting risk assessment from the project management perspective. The course specifically aids the participant in defining the project manager's role in the risk assessment process and provides tools for making risk management decisions and communicating risks to stakeholders.</p>
ESH519	Industrial Hygiene Chemistry	32	0	OSHA Training Inst., Chicago	<p>This course focuses on the laboratory analysis of workplace contaminants. Techniques, methods, and procedures used for analyzing industrial hygiene samples are discussed. Topics include microscopy, spectroscopy, chromatography, x-ray analysis, mass spectrometry, methods development and quality control. Course highlights include hands-on training using laboratory instrumentation.</p>
ESH520	Remedial Design and Implementation	24	0	Doe-Hq	<p>This course will cover many aspects of implementing design and implementation, including basic concepts of activities, as well as techniques for streamlining the processes and managing the uncertainties that are carried forward from design documents. DOE is also concerned that the activities of design and implementation be integrated with the streamlining activities already initiated in remedial investigation and remedy evaluation stages.</p>

ESH521	Expedited Site Characterization	8	0	Doe-Hq	<p>This course covers the principles and methodology of Expedited Site Characterization (ESC), which reduces the time and cost to complete a focused site characterization. ESC is contrasted to conventional site characterization and the Eocess flow and key elements are outlined with respect to the DQO and overall remedial action process. Characterization technologies which are often key tools for ESC investigations are reviewed. Phase I and Phase II of the ESC process are taughtsing the Savannah River Site ESC/SAFER demonstration project as a case study. The course closes with a review of the new ASTM standard for expedited site characterization and considerations for writing statements of work to contract for ESC. A short test at the end is used for review and reinforcement of the main points.</p>
ESH522	OSHA Collateral Duty Safety Course	24	0	Doe-Sr	
ESH523	MSA Hood - PAPR Initial	3	75	Fluor Daniel Hanford	<p>Participants will be able to demonstrate proper inspection, donning and doffing of the MSA Hood - PAPR unit. This class is designed to instruct employees in the proper use of the MSA Hood for entry, exit and routine work conditions wmandate its use.</p>
ESH524	MSA Hood - PAPR Refresher	3	75	Fluor Daniel Hanford	<p>Participants will be able to demonstrate proper inspection, donning and doffing of the MSA Hood - PAPR Unit. This class is designed to instruct employees in the proper use of the MSA Hood - PAPR for entry, exit or routine work conditwhich mandate its use.</p>
ESH525	Fall Protection and Retrieval Devices	8	225	EXITECH Columbia Corporation	<p>This training introduces students to principles of fall prevention and protection, covers the initial requirements specified for training by 29CFR1926.503 and 29CFR1926, subpart M, appendix C II, and provides initial hands-on experience related equipment.</p>
ESH526	Hazardous Materials Operations Training - Module 3	16	0	Fluor Daniel Hanford	<p>Course topics include: - Single radionuclides activity limits per 173.435/Rad Material - Hazardous substance - Packaging Requirements - Markings - Labeling - Shipping Papers - Placarding - Separation & Segregation Requirements - usive use shipments - Transport limits</p>
ESH527	Mixed Waste Shipper Certification - Course 4 Advanced	32	725	HAMMER/DOE Nat. Trans. Program	<p>This course provides the successful participant with certification for authority to sign for shipments of mixed waste in one hundred percent compliance with WAC 173-303, 40CFR for the US EPA, and 49CFR for the US DOT. This course builds off of all the prerequisite training providing application of the regulations as they pertain to scenarios involving mixed waste shipments.</p>

ESH528	Worker Hazard Communication	4	110	EXITECH Columbia Corporation	This course provides awareness-level understanding of the OSHA hazard communication program, the hazards associated with chemicals in the workplace, and how to obtain and use chemical hazard information to assure personal protection.
ESH530	ISO 14000 Environmental Management System Standard	12	0	Doe	The workshop is designed to introduce RL employees and contractors who have environmental responsibilities to the concept of environmental management systems. It will provide an introduction to ISO and the ISO 14000 family of environmentnagement standards. Primary emphasis is placed on the recently published ISO 14001 Environmental Management System Standard as the basis for instruction, and will include an overview of the standard and a discussion of each of the elements of the stdard.
ESH531	Lock & Tag Controlling Organization Refresher	2	50	EXITECH Columbia Corporation	This course provides mandatory refresher training for controlling organization workers for FY98. This training uses scenarios based on actual incidents to cover refresher topics and a quiz is provided. In addition, a CO/facility-specific section is provided for those COs who wish to refresh their COWs on facility specific items. Quiz questions relatg to this material can be added also.
ESH532	Lock & Tag Controlling Organization Initial	5	130	EXITECH Columbia Corporation	This course is intended for those workers who will be implementing the controlling organization's hazardous energy control program. This includes those workers who will be installing, verifying, and removing CO locks and Danger-Do Not Operate tags. It covers the requirements contained in CM-1-5, SOP 9.1, "Controlling Organization, Hazardous Energy Control". Additionally, facility-specific requirements such as location of logbook(s), specific hazards and specific isolation methods are not included but are left for the individual facilities to provide to their workers.
ESH533	Transportation Training, Basic Level	40	200	Doe/Hammer	The course provides detailed coverage of each step involved in the transportation process dealing with hazardous materials, hazardous wastes, and radioactive materials. This course also serves as the first step in preparing for Advanced training for shipper certification. This program provides the details of the regulations where the Advanced level training provides realistic application.
ESH534	Nuclear Criticality Safety Training, Hands-On	40	1000	Fdh	The course emphasizes practical approaches and common sense attitudes toward criticality safety and relative risks. Course content encourages realistic perspectives in a world where zero risk is impossible and total risks must be controlled to acceptably low lels.

ESH535	Nuclear Criticality Safety Training, Hands-On	24	600	Los Alamos National Labs	This program is an intensive course consisting of lectures and laboratory sessions, including active student participation in actual critical experiments, a visit to a plutonium processing facility, and in-depth discussions on safety pophy.
ESH536	Lock & Tag Authorized Worker Refresher	1	20	EXITECH Columbia Corporation	This course uses a safety meeting format. Topics are covered in the field by the first-line supervisor: - review of authorized worker steps in Lockout/Tagout - hazard isolations check requirements - use of lock boxes, field walkdown requirements - tag and procedure requirements, tag only requirements - facility/CO specific information - lessonlearned information for the past year (formal and DOE)
ESH537	Asbestos Dust Contamination - How Much is Too Much?	8	620	Environmental Information Asso	With respect to asbestos in settled dust, this seminar will address: where to sample, soft and hard surfaces; proper methods for sample retrieval; analysis and measurement of results; acceptable levels; data interpretation; partial vs.l contamination; and what standard should be adopted as an acceptable level.
ESH538	DOE Standard 3009.45	8	0	Lanl	This course covers the basis and methods for hazard analysis, accident analysis, and TSR derivation.
ESH539	Radiological Assistance Program (RAP)	8	0	Fluor Daniel Hanford	Included in this training are procedure revisions, lessons learned, and security provisions.
ESH540	Code of Federal Regulations	8	289	WSU-TC Professional Developmen	This course will help students understand the rationale for the issuance of Title 10 of the Code of Federal Regulations for the DOE. The Department's policy is to establish a body of rules for the safe management of DOE nuclear facilities. Presented will be an in-depth discussion of the issued 10 CFR 820 which addresses DOE's authority to iose civil penalties for violations of rules in Part 830. The course will also address 10 CFR Part 830 - Nuclear Safety Management along with the public comments received prior to issuance of Part 830.
ESH541	Occupational Safety and Health Standards for the Construction Industry	32	540	OSHA Institute, Red Rocks Comm	This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA construction safety and health 30-hour course completion card.

ESH542	Resrad-Build	8	0	Doe-Hq	<p>The RESRAD-BUILD computer code is a pathway analysis model designed to evaluate the potential radiological dose incurred by an individual who works or lives in a building contaminated with radioactive material. The transport of radioactive material inside the building from one compartment to another is calculated with an indoor aquality model.</p> <p>Six exposure pathways are considered in the RESRAD-BUILD code: (1) external exposure directly from the source; (2) external exposure to materials deposited on the floor; (3) external exposure due to air submersion; (4) inhalation of airborne radioactive particulates; (5) inhalation of aerosol indoor radon progeny; and (6) inadvertent ingestion of radioactive material, either directly from the sources or from materials deposited on the surfaces of the building compartments.</p>
ESH543	1999 Safety Analysis Workshop	40	350	•Fdh	<p>The workshop will feature presentations of strong risk management practices, implementation of integrated safety management and scrutiny of hazards particular to the storage, deactivation and surveillance missions of today's DOE. Experience the many ways that you can make a wide-selection of technical sessions, training classes, panel and round-table discussions, exhibits, and speakers to choose from.</p>
ESH544	Process Safety Management and Risk Management Program	40	1790	Process Safety Institute	<p>You will get up-to-the-minute information on OSHA and EPA regulatory enforcement activities and interpretations. You will be guided by instructors that have real-world experience in developing and installing PSM systems. You will be able to avoid costly mistakes made by others. Find out how to improve your company's capability to perform hazard assessments. Discover how to work with your local emergency planning committee (LEPC) and the public in communicating RMPs. Learn how to optimize overlap with OSHA PSM compliance efforts.</p>
ESH545	Emergency Operations Center Training (RL)	2	0	Dyncorp	<p>This course provides a briefing and tour of the DOE/RL Emergency Operations Center (EOC) to include Policy Team, Site Management Team, Joint Information Center, Unified Dose Assessment Center and RTCC and familiarization with staff resbilities of those assigned to EOC.</p>
ESH546	Lead (Pb) Worker Training	3.5	90	EXITECH Columbia Corporation	<p>This course provides training for personnel who may be exposed to lead hazards, at or above the action level, when performing lead related tasks as required by 29CFR1910 and 29CFR1926.</p>
ESH547	RCRA Subpart CC, Air Emission Standard	8	0	National Oceanic & Atmospheric	<p>This course provides the latest information on RCRA Subpart Cc.</p>
ESH548	Basic Medic First Aid Refresher	4	24	EXITECH Columbia Corporation	

ESH549	Building Emergency Plan Review Checklist for WHC-IP-0263-Tank Farms	1	0	Fluor Daniel Hanford	The checklist provides the information managers are required to discuss with employees that is contained in the Building Emergency Plan.
ESH550	Occupational Safety and Health Collateral Duty for Other Federal Agencies	32	0	University of Washington - OSH	Introduction to the OSH Act, Executive Order 12196, 29 CFR 1960, and 29 CRD 1910. Enables personnel to recognize basic safety and health hazards in their own workplaces and to effectively assist agency safety and health officers in inspection and abatement efforts. The course features a mock inspection of a government facility.
ESH551	Occupational Safety and Health Electrical Standards	32	540	OSHA Training Institute, Chica	Designed to provide the student with a survey of OSHA's electrical standards and the hazards associated with electrical installations and equipment. Topics include single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, hazardous locations, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA inspection procedures. Hands-on training is provided using various types of electrical equipment.
ESH552	Occupational Safety and Health Guide to Industrial Hygiene	32	0	University of Washington - OSH	This course covers industrial hygiene practices and related OSHA regulations and procedures. Topics include permissible exposure limits, OSHA health standards, respiratory protection, engineering controls, hazard communication, OSHA sampling procedures and strategy, workplace health program elements, and other industrial hygiene topics. The course features workshops in health hazard recognition, OSHA health standards and a safety and health program workshop.
ESH553	Occupational Safety and Health Standards for the Construction Industry	32	0	University of Washington - OSH	This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA construction safety and health 30-hour course completion card.
ESH554	Permit-Required Confined Space Entry	24	0	University of Washington - OSH	This course is designed to increase the student's knowledge of hazards associated with permit-required confined space entry. Topics include the OSHA required confined space entry standard, hazards associated with entry procedures, personal protective equipment, ventilation and purging requirements, calculations and techniques, and appropriate atmosphere testing equipment and related limitations. Course features hands-on training with explosion meters, oxygen meters, and other test equipment.

ESH555	RL Radiological Refresher Training FY98 - Radiological Postings	4	0	Doe-RI	This course is designed to train RL employees in the recognition and proper use of radiological postings, signs and labels. Postings are used to identify items or areas that have the potential for, or actually contain, radiological hazards, identify the radiological hazard(s) present in an area and to event workers and the public from inadvertently entering radiological area(s). The course will cover the pertinent 10 CFR 835 and the Hanford Site Radiological Control Manual (HSRCM) requirements, that certain areas and items be posted or labeled or control of personnel exposure to radioactive material and ionizing radiation. The class will also present the uniform types of radiological signs and labels, their color, their required wording, the actual or likely radiological conditions of the area they delimit, as well as entry and exit requirements. The proper posting of areas that contain radioactivity, contamination, and airborne radioactivity is also taught.
ESH556	RL Radiological Refresher Training FY98 - No. 2	4	0	Doe-RI	
ESH557	RL Radiological Refresher Training FY98 - No. 3	4	0	Doe-RI	
ESH558	RL Radiological Refresher Training FY98 - No. 4	4	0	Doe-RI	
ESH559	RL Radiological Refresher Training FY98 - No. 5	4	0	Doe-RI	
ESH560	RL Radiological Refresher Training FY98 - No. 6	4	0	Doe-RI	
ESH561	RL Radiological Refresher Training FY98 - No. 7	4	0	Doe-RI	
ESH562	RL Radiological Refresher Training FY98 - No. 8	4	0	Doe-RI	
ESH563	RL Radiological Refresher Training FY98 - No. 9	4	0	Doe-RI	
ESH564	RL Radiological Refresher Training FY98 - No. 10	4	0	Doe-RI	
ESH565	Radiological Assistance Program (RAP) Team Annual Refresher Training	8	0	Fluor Daniel Hanford	topics include: procedure revisions, lessons learned, and security provisions.
ESH566	Chemistry for Non-Chemists	24	1299	Government Institutes, Inc.	You'll be introduced to the basic facts and principles of chemistry and will be given problems and exercises to enhance the learning process. You will receive a detailed overview of chemistry and its basic principles, chemical nomenclature, chemical reactions, and how it applies to your regulatory compliance programs under the various environmental health and safety laws.

ESH567	Lessons Learned Through Implementation of an Environmental Management System	2	0	National Environmental Trainin	This seminar is not intended to be a technical or detailed presentation on EMS implementation. Rather, its goal is to discuss site decisions to seek certification and share the experiences that will facilitate implementation of an Enviroal Management System. This will be a live, interactive broadcast and you will have the opportunity to speak directly with the panel members. This broadcast will explore lessons learned with practitioners who have implemented Environmental ManagemenSystems (EMS) at Department of Energy sites.
ESH568	Lessons Learned through Privatization of a Powerhouse Facility	2	0	Tbd	This seminar will review site decisions to initiate privatization actions and share the experiences that will assist other site's privatization goals. This will be a live, interactive broadcast and you will have the opportunity to speak tly with the panel members. The topics include environmental aspects, critical aspects of success, potential pitfalls and strategies for success, and reasons to or benefits from privatization.
ESH569	Pollution Prevention and Waste Minimization Training for Project Teams	2.5	0	Doe-Hq	This complete P2/WMin training module is useful for every member of an ER project team. Background information is included for implementing P2/WMin into ER projects in every phase form planning to field implementation.
ESH573	Polychlorinated Biphenyls (PCBs) Disposal Amendments Training	24	300	National Environmental Trainin	This course provides an overview of the PCB regulations with an emphasis on PCB disposal. Participants will learn shortcuts, such as Assumption Rules for PCB concentrations, and requirements for inspecting, marking, storing, and recordkeeping of PCBs and PCB Items. Participants will also learn about the new disposal provisions for PCB remediation waste, PCB bulk product waste, PCB/radioactive waste, and wastes from research and development activities.
ESH574	Operations and Maintenance Tools and Techniques to Protect Water	3.5	65	American Water Works Assoc.	Learn to prevent problemsbefore they arise and how to solve them quickly and safely if they do occur. This important teleconference will deliver vital take-home techniques and principles you need and can use immediately. Learn about new technologies and gain important practical tools and techniques for: Identifying possible intrusions - Evaluating current and portential cross connections - Effective main repair techniques - Flushing and environmental compliance - Lates procedures.

ESH575	HOW TO MANAGE THE NEPA PROCESS	24	795	WSU-TC Professional Development	In this workshop you will understand NEPA law, its fundamental principles, and the relationships of the analysis process to the documents. You will understand the difference and significance of NEPA document types. You will discover how to develop a reasonable range of alternatives. You will learn to define cause-and-effect relationships, plan public involvement strategies, assemble records, and identify other relevant environmental laws. You will learn a systematic process for quantitatively and qualitatively predicting effects. You will understand the legal roles of the FONSI and the ROD. You will also learn skills to identify the actions needed.
ESH576	ENVIRONMENTAL CLEAR WRITING FOR NEPA SPECIALISTS	24	795	WSU-TC Professional Development	In this workshop you will learn how much detail to include in frontloading (document planning), how to use a document mock-up/outline, when to prepare and update the mock-up, and how to monitor submissions and coordinate information that will go into the mock-up. You will learn how to fill inevitable gaps and to work around missing information, when to rewrite, how to capitalize on the word processing features of your computer, when and how to include the accompanying graphics, and when to bring other professionals into help you draft key information. You will learn to develop sound strategies for constructive oral and written feedback to writers.
ESH577	Environmental Mgt. Program Integration: Achiev. DOE's Accel. Cleanup Vision	2	0	National Environmental Training	The integration of Environmental Management (EM) Program activities has changed the way we think and do business within the DOE complex. This interactive satellite television seminar will provide a brief overview of how integration efforts across DOE will help achieve EM goals quicker and more efficiently. We will review progress that has been achieved to date and how you can be involved.
ESH578	CALCULATING AND UNDERSTANDING RISK FROM CHEMICALS RELEASED TO THE ENVIRONMENT	32	1495	Risk Assessment Corporation	Course topics include: Risk-Based Decision-Making, Fundamental Toxicity Assessment, Understanding the Transport and Fate of Chemicals in the Vadose Zone, Understanding the Atmospheric Transport of Chemicals, Understanding Uncertainties in Chemical Risk Assessment, and Implementing GIS in Chemical Risk Assessment.
ESH579	Hazardous Waste Shipper Certification Training, Advanced	24	100	HAMMER/DOE Nat. Trans. Program	Students receive extensive instruction using a systematic approach to shipping hazardous wastes, beginning with waste identification and continuing through vehicle requirements for separation and segregation and required placarding, including training in RCRA waste code designation.

ESH580	CHARACTERIZATION, MONITORING AND MODELING OF THE VADOSE ZONE: FLOW AND TRANSPORT	24	750	University of Arizona	Course topics include: Concepts in Soil Physics, Laboratory Techniques, Field Techniques, Flow and Solute Transport Modeling, Contaminant Transport, and Heterogeneity, Uncertainty, Stochastic Analysis.
ESH581	RCRA SEMINAR, MCCOY'S	24	315	McCoy and Associates, Inc.	Topics covered include: RCRA Fundamentals, Critical Generator Issues, Advanced RCRA Topics, and RCRA Land Disposal Restrictions
ESH582	Explosives Safety Training for Mgrs, Supervisors, Operators(Tuition Prorated)	16	500	Hammer	This is the definitive basic training course for explosives safety as defined by DOE. It provides an overview of every requirement identified in DOE M 440.1-1, DOE Explosives Safety Manual. It incorporates the latest information and issues from within DOE and the entire explosives community. Instruction is comprised of a multimedia presentation using real life examples and providing historical perspective. Practical exercises reinforce the material covered and provide problem solving experience using DOE M 440.1-1. A comprehensive test is given at the end.
ESH583	General Packaging Requirements for the Transportation of Hazardous Materials	40	50	HAMMER-DOE Nat. Trans. Program	The course provides the participant an overview of general packaging requirements for all regulated materials according to DOT in 49 CFR. The course also identifies specific authorizations, exceptions and variations that may be applied to packaging depending on the material transported.
ESH584	Load Securement for Drivers and Traffic Personnel	4	50	HAMMER-DOE Nat. Trans. Program	This course provides instruction on the Federal Motor Carrier Safety Regulations, 49 CFR Parts 393.100-106, so that participants will be able to determine whether cargo is properly loaded, distributed, and secured in or on the transport vehicle.

ESH585	DOT HAZARDOUS WASTE SHIPPERS' WORKSHOP, ADVANCED	40	765	WSU-TC Professional Development	The course is intended for individuals who must completely identify an 'unpackaged' hazardous waste, ensuring it is in full compliance with all applicable classification and packaging regulations. Course topics include: definition of hazardous waste per EPA and DOT criteria, designation of hazardous waste per EPA criteria, designation of hazardous waste per WA State criteria, determination of applicability of a reportable quantity to a given hazardous waste, determination of appropriate DOT hazard classes/divisions based on given chemical criteria or hazardous waste designation, determination of appropriate packing group for a hazardous waste, selection of the proper shipping name for a given hazardous waste, selection of appropriate hazardous waste packaging for a given hazardous waste considering operational and economic impacts, and application of EPA, WA State, and DOT regulations necessary to properly complete a hazardous waste shipment for a given scenario.
ESH586	DOE INTRASTATE TRANSPORTATION REGULATIONS	8	180	WSU-TC Professional Development	This course is intended for individuals who transport or handle hazardous materials in association with transportation. Course topics include: definition of Materials of Trader, determination of MOT status of a given hazardous material, application of MOT requirements for a given hazardous material, identification of the scope of the agricultural exceptions, application of the agricultural exceptions for a given hazardous material farming or ranching situation, and recognition of non-specification bulk packaging exceptions for intrastate transportation.
ESH587	TRANSPORTATION (PACKAGING AND SHIPPING) OF ENVIRONMENTAL SAMPLES	24	649	WSU-TC Professional Development	This course is intended for individuals responsible for sample collecting, packaging, classification, marking/labeling, shipping paper preparation, and transportation mode determination. Course topics include: comparison of EPA sample protocols to transportation requirements, preparation of sample preservatives for transportation using DOT criteria and allowed exceptions, classification of samples based on DOT criteria, classification of samples based on ICAO/IATA criteria, recognition of the DOT water sample exception, packaging of samples for DOT highway transportation, packaging samples for DOT and IATA/ICAO air transportation, application of hazard communications for DOT highway transportation and DOT and IATA/ICAO air transportation, determination of DOT and IATA/ICAO packaging and transportation exceptions available for samples, and selection of the packaging and transport requirements applicable for the use of dry ice as a sample refrigerant, by highway and air.

ESH588	RADIOACTIVE MATERIALS SHIPPERS' WORKSHOP, ADVANCED	40	765	WSU-TC Professional Development	<p>Course topics include: determination of appropriate shipping category for a given radioactive material, determination of whether a package containing radioactive material meets the definition of a hazardous substance, selection of a proper shipping name for a given radioactive or radioactive/mixed material, selection of appropriate radioactive materials packaging for a given shipment scenario, determination of appropriate transport index for a radioactive material package or shipment, determination of the minimum nuclides that must be addressed on the shipping paper and label, identification of shipping configurations acceptable for transportation, completion of the NRC LLW manifest document, and application of the DOT Hazardous Materials Regulations necessary to properly complete a radioactive material shipment for a given scenario.</p> <p>PREREQUISITE: successful completion of the Basic Radioactive Material Transportation Training Workshop, or approved equivalent, within the past 2 years.</p>
ESH589	TRANSPORTATION COMPLIANCE WORKSHOP FOR INSPECTORS	40	780	WSU-TC Professional Development	<p>Course topics include: verification that the hazardous material/waste classification and packing group is appropriate for the material to which it is assigned, determination of whether the most applicable proper shipping name has been selected on the basis of the given material, verification that packaging is appropriate for the given material, identification of hazardous communication requirements and exceptions unique to hazardous waste, application of DOT hazard communication requirements to a given materials/package, and identification of acceptable/unacceptable vehicle release-for-shipment load configurations.</p>
ESH590	1999 International Symposium on Subsurface Microbiology	40	550	American Society for Microbiol	<p>The Symposium focuses on the ecology, function and diversity conditions.</p> <p>General Topics for the Program:</p> <ul style="list-style-type: none"> Engineered Bioremediation of Contaminated Aquifers- Exobiology:Microbial Life in Exterrestrial Subsurfaces-Natural Attenuation of Contaminated Aquifers- New Methods for Subsurface Microbiology-Subseafloor Biosphere- Subsurface Microbial Geochemistry- Groundwater Risk Assessment.
ESH591	Transport of Dangerous Goods By Water	24	100	HAMMER-DOE Nat. Trans. Program	<p>This course is designed to provide an overview of the regulations and a systematic approach to shipping hazardous and radioactive materials by water. The training is conducted using realistic scenarios as study guides to prepare for the certification test, assuring the participant will complete all the necessary steps to ship a hazardous or radioactive material in full compliance.</p>

ESH592	Applied ALARA Workshop	24	50	Fdh	Topics to be included: -Hanford Enhanced Radiological Work Planning - Applications of ALARA in TRU Waste Disposal - Reducing Personnel Contamination at B Plant - Remote Modeling used at B Plant Canyon - New Technologies Promote ALARA savings at INEEL - Contamination Control - Capturing Airborne Contamination
ESH593	Contractor's Transportation Management Association Conference	40	325	CTMA	Genral Topics include: Transportation Mgt. Council Meeting, Transportation Council Overview, Role of Transportaton in the Supply Chain, NTP Overview and Path Forward, Utilization and Analysis of DOE Transportation Data, Transportation Emergency Mgmt Within DOE
ESH594	National Analytical Management Program	24	50	Namp	NAMP '99 is the second annual workshop organized by the DOE's National Analytical Management Program. Participants will have a unique opportunity to learn about progress of ongoing NAMP projects and new directions for the program. Speakers and participants are drawn from a broad spectrum of managerial and technical areas associated with envirnmental analytical services. NAMP is the forum for insight into the importance of analytical data in furthering the mission of DOE's Office of Enviromental Management.
ESH595	Elements of Metallurgy	32	1220	Materials Engineering Institut	Atomic structure periodic table, crystal structure. Basics of Metal Production - Smelting and refining. Alloys, phase diagrams, heat, treatment of ferous and non-ferous, alloys. Basic mechanisim of corrosion, polarization, methods of preventing corrosion. Hot and cold forming processes, recrystallization, powder metallurgy. Mechanical properties and testing - tension, hardness, impact.
ESH596	Metallurgy of Welding and Joining	32	1220	Materials Engineering Institut	Survey of joining processes - Welding Design - Weld Metal Soundness - Arc Welding Carbon Steels - Fundamentals - High alloy Steels - Technicals Copper and it's Alloys - Arc Welding Aluminum, Magnesium, Titanuim and Nickel - Inspection of Weldments - Resistance Welding - Resistance Welding , Practice - Electron Beam Welding - Fusion Welding of Steel - Hand Facing.

ESH597	Hazardous Materials Transportation Training, Basic	8	100	HAMMER-DOE Nat. Trans. Program	Topics covered in Module 1 - Basic Hazardous Materials Transportation Training Program are General Awareness/Familiarization, Identification of hazardous Materials, Packing Operations, Marking of Packages, Labeling, Shipping Papers, Vehicle Placarding, Separation and Segregation by Highway, and Special and Unique Moves. Module 2 is Basic Hazardous Waste Transportation Training. Topics covered in Module 3 - Basic Radioactive Materials Transportation Training are Identifying and Packaging Radioactive Materials for Transportation and Hazard Communications and Transportation Restrictions for Radioactive Materials.
ESH598	Seismic Mitigation	30	75	Ncarb	Written to inform architects of the issues in building design that relate to better performance by buildings during earthquakes, NCARB's latest monograph pays special attention to those design decisions that are commonly affected by architects. Although informed design can be supported by current research, it is most convincingly influenced by observations of actual building performance in disastrous earthquakes.
ESH600	Facility Representative Radiological Controls Training Module I	24	0	Department of Energy Richland	This course will consist of five sections covering the fundamentals of radioactivity, fundamentals of radiation, biological effects of radiation, control of radiation exposure and radioactive contamination.
ESH602	Multi-Agency Radiation Survey and Site Investigation Manual for Managers	8	290	Natnl Env Trng Office (DOE-SR)	This course will address the requirements of the key environmental laws affecting the DOE, especially in the areas of waste management, environmental restoration, and environmental compliance programs. Participants learn about the basics of various laws and regulations and recent changes. The course is organized around actual DOE case studies that provide lessons learned and give the students the opportunity to study how environmental compliance issues have been resolved.
ETT101	Tamper Indicating Device (TID) Program	24	0	NNSI	This course trains administrators, trainers, and custodians to implement proper TID programs. Principles of this course are taken from DOE Order 5633.3A, Control and Accountability of Nuclear Materials; and from DOE TID handbooks, reference manuals, and guides.
ETT104	Specifications Writing for Construction Contracts	16	345	WSU-TC Professional Developmen	This course offers a survey of construction documents based on the Construction Specifications Institute (CSI) Manual of Practice, the primary resource of specifications and documentation in the construction industry, and Master formataining the 16-division classification system. Content, organization, and usage of individual specification sections will be presented.

ETT105	Engineering of Complex Systems, Fundamentals of	8	125	Oregon Center for Advanced Tec	Major course topics include: * Creating and Understanding Specifications * Disciplining the Development Process * Improving Engineering Decision Making * Cost Effective Approach * Can you Tell Good Systems Engineering From Bad?
ETT107	Engineer-In-Training/Fundamentals of Engineering (EIT/FE) Exam Preparation	48	475	WSU-TC Professional Developmen	This course reviews subject material ordinarily covered in the Washington State Engineering Fundamentals Examination. The course is primarily a problem solving course. The problems are taken from past engineering fundamentals exams. Principles and methods of solution are explained and problems are assigned. Solutions and discussions are given at the next class meeting. Topics covered include: Mathematics: Differential calculus; Integral calculus; Mechanics: Statics; Dynamics; Strength of materials; Beam stresses; Shear and moment diagrams; Rivet problems; Torsion problems; Engineering economy; Fluid mechanics; Thermodynamics; Chemistry topics; Electricity/Electronics.
ETT108	Mechanical Engineering P.E. Exam Preparation	30	400	WSU-TC Professional Developmen	This course is a refresher in preparation for the April, Mechanical Engineering Branch Licensing Examination conducted by the Washington Board of Registration for Professional Engineers. It is primarily a problem solving course. The exams are taken from past mechanical engineering branch exams. Exam type problems are assigned for self study. At each meeting, principles and methods of solution are explained and solutions to the assigned problems are discussed. Topics covered include: Mathematics; Engineering Economy; Heat Transfer; Fluid Dynamics; Hydraulic Machines; Thermodynamics; Vapor, Combustion, Refrigeration, and Compression Cycles; Heating, Ventilation, and Air Conditioning; Static; Machine Design; Dynamics; Mechanics of Material; Noise Control; SI Units; Combustion; Fans and Ductwork; Compressible Fluid Dynamics; Engineering Licensing. Instruction and practical exercises emphasize investigative and analytical techniques. Information on recent changes to DOE Order 225.1A will also be provided.
ETT110	Accident Investigator Training, DOE	40	0	Doe-Hq	
ETT111	Electrical Engineering P.E. Exam Preparation	18	425	WSU-TC Professional Developmen	Linear circuit analysis; waveforms, power and measurements/time and frequency response; rotating machines; transmission lines; semiconductor circuits and amplifier applications; waveshaping, logic and data conversion/digital logic; cosystems; illumination and the National Electric Code; analysis.

ETT114	Seismic Design and Retrofit of Process/Power fluid Systems	32	1395	Asme	Fundamentals of Seismic Engineering - Seismic Qualification Methods, Anchorage Demand & Capacity Seismic Review of tanks and Heat Exchanges - Seismic Review of Mechanical Equipment - Seismic review of above ground piping - Seismic Interaction, Planning and Implementation.
ETT115	Design Control Methodology	16	470	Qtrc	This course defines and explains design control methodology as delineated in ASME NQA-1-1989 with supplements and ANSI/ASME N45.2 with Daughter Standards. Department of Energy (DOE) Orders governing engineering design are discussed in detail. Course materials are presented by lecture and focus on the use of real-life examples.
ETT116	Performance Based Operational Readiness Reviews	2	0	HQ/Bill Hicks	Course topics include: - elements that define operational readiness - responsibilities of line management in operational readiness preparation, line management planning and documentation for the ORR - lessons learned and suggestions for success for across the DOE-RL complex - disciplined, systematic documented and performance based examination of facilities, equipment, personnel, procedures, and management control systems.
ETT122	Occurrence Reporting, Introduction (usually taken with ETT123)	2	100	EXITECH Columbia Corporation	This two-hour segment provides students with all the necessary requirements to accomplish timely and accurate occurrence reporting. The course will cover the requirements of DOE Order 5000.3A, "Occurrence Reporting and Processing of Operations Information." Included in the curriculum will be categorization, notification, and occurrence report preparation requirements as well as a brief overview of the Occurrence Reporting and Processing System (ORPS).
ETT123	Occurrence Report Writing (usually taken with ETT122)	2	95	EXITECH Columbia Corporation	Second in the occurrence reporting series, this class is designed to provide the student with the mechanics and materials to effectively complete occurrence reports. All informational items of the occurrence report are discussed. Completion of the notification, 10-day, update, and final occurrence reports are covered in detail.
ETT124	ORPS Computer Training	2	150	Quality Training and Resource	This two-hour course provides the methods needed to access and use the Occurrence Reporting and Processing System database. Students will be required to complete a work packet, demonstrating proficiency in using the ORPS computer system specific to individual user needs.

ETT125	Risk Evaluation	8	300	Quality Training and Resource	Risk evaluation process; history and background; system elements; development of Priority Planning Grid; categories/attributes of the PPG; application of model; how to choose consequences; determining probability; example problems; grvaluation training.
ETT126	Trainers' Training	40	975	Quality Training and Resource	Designing effective training; Training needs analysis; Task analysis; Learning objectives; Evaluation techniques; Lesson plans and training syllabus; Delivering effective training; Training adult learners; Learning styles; Instructionstrategies; Instructional media; Delivery of instruction; Feedback.
ETT129	Work Simplification Overview (FM3F01)	8	240	Qtrc	Introduction to work simplification; Philosophy; The five-step pattern; What is an improvement; Why are teams necessary; Techniques; Flow process charting; Nominal group technique; Cause-effect diagrams; Presenting results of work simcation; Barriers to work simplification.
ETT130	Auditing Methods for Lead Auditors	24	640	EXITECH Columbia Corporation	This course focuses on various skills and qualifications needed by a lead auditor to be effective in performing audits (or independent assessments). The course concentrates on topics required for Lead Auditor certification in accordaith ASME NQA-1. Background information is reviewed before the fundamentals of the audit process are examined in-depth: where appropriate focusing on its role in process improvement.
ETT131	Auditing Methods for Auditors and Technical Specialists	8	275	Quality Training and Resource	Audit participant requirements: NQA-1 requirements, auditor, technical specialist; Checklist preparation: Purpose, format and style, effectiveness indicators; Data traceability: Preparation, performance; Audit psychology and protocol: Audit stress, interview techniques, general considerations, interaction with audited organization, putting audited organization at ease, do's and don'ts; Audit performance: Daily debriefing sessions checist, daily caucus sessions, ethics; Workshop 1-Data traceability verification; Workshop 2-Audit conduct
ETT132	Effectiveness Verification Workshops	8	220	EXITECH Columbia Corporation	This course reviews the concept of effectiveness or performance-based verification and is designed as an advanced-techniques workshops for individuals with verification experience. Verification methods are stressed that help in determining overall effectiveness in meeting program objectives and producing the desired end product. The concepts discussed are not confined to the auditing realm, but are equally applicable to all sessment activities.

ETT133	Surveillance Methodology	16	450	EXITECH Columbia Corporation	Preparing for a surveillance - Planning - Performance-based techniques - Surveillance reporting - Follow-up, closure, and tracking - Surveillance records - Interviewing - Sampling strategies
ETT136	Mechanical Drives	24	985	National Technology Transfer	Major course topics include: - Proper Installation and Maintenance Methods - How to Determine Proper Tensions - Correct Alignment Procedures - The Importance of Proper Lubrication Methods - The Role of Predictive Maintenance - How ot Systems of Failure - How to Select the Appropriate Remedy
ETT137	Inspection, Basic	4	320	Qtrc	This course provides basic information in inspector responsibilities, types of inspection, methods of inspection, inspection tools, specifications and drawings, and documentation. Course materials are presented by lecture and group dsions.
ETT138	High Risk Electrical Safety	24	395	DOe AL and Grand Junction Offi	Major course topics include: - Lessons learned, accident prevention, industry safe work practices - Electrical hazards, hazard awareness - General theory, equipment selection - Personal protective equipment, types, rating and care - onal protective grounding, selection of equipment and rules
ETT139	Conduct of Maintenance	32	795	WSU-TC Professional Developmen	Topics covered include: - Common trends in Industrial Maintenance - TQM Customer Flow - Maintenance Organizations - Work Control System - Predictive, Preventive, and Corrective Maintenance - Field Management - Reliability Centered Maintenance - Keys to Success
ETT145	Remote Sensing and Remote Sensing Techniques, Intro to	40	995	WSU-TC Professional Developmen	This course is an introduction to modern remote sensing and state of the art remote sensing techniques, emphasizing earth science applications. Topics include all visible reflected IR remote sensing systems and radar systems. You wiver remote sensing principles, examples of the techniques and systems, and their interpretation.
ETT147	Simulation Modeling For Systems Design Analysis	40	1125	George Washington University -	Simulation modeling enables system developers and analysts to evaluate the performance of existing or proposed systems under different hardware configurations or operating policies. It is done before an existing system is altered or a new system is built to eliminate unforeseen bottlenecks, underuse or overuse of resources, and failure to meet specified system requiremts. It provides effective methods for developing the system model, ensuring its validity, selecting simulation input probability distributions, and analyzing output data. The course includes an in-depth evaluation of simulation software, which wl help participants choose the best modeling package for their application.

ETT148	Electrical Theory, Basic	8	260	Quality Training and Resource	This one-day course, the first in the electrical series, concentrates on the fundamental concepts of electrical theory and electrical power generation and distribution. Discussion topics include basic atomic theory, Ohm's law, series and parallel circuits, short circuits, alternating and direct current, magnetism, induction, generators, and transformers. This course is designed to give the students a working knowledge of what electricity is, how electricity works, and how electricity is produced. Basic circuit calculations are performed during the exercise portion of the class.
ETT152	Electrical Measuring and Test Equipment	8	260	Quality Training and Resource	This one-day course introduces various electrical testing and installation equipment that is monitored by the Title III acceptance inspection and quality control inspectors. An electrical inspector needs a good working knowledge of test instruments to accurately perform electrical tests and inspections. Students will acquire a firm understanding of the equipment operation and uses through hands-on demonstrations of some of the equipment (not all testing equipment lends itself to hands-on application). Course development and text are based on manufacturer information so as to provide a complete understanding of the equipment.
ETT154	Crane & Rigging Safety, Basic	16	500	EXITECH Columbia Corporation	This course instructs in basics of overhead crane and hoist operations, covering operating parameters and regulatory requirements. Along with personnel responsibilities, basic rigging theory is taught concerning sling loading, load calculations, load control, center of gravity movement, proper sling and rigging hardware application as their pre-use inspection and identification requirements.
ETT155	Instrumentation and Control Overview	40	995	General Physics Corporation	Major course topics include: - Instrument and Control - Measuring, Indicating, and Recording Parameters - Control Systems - Control Valves and Actuators - Transmission of Control Signals by Wire - Process Control - Hands-On Laboratory Exercises
ETT156	Pumps and Seals Inspection	8	260	Quality Training and Resource	This one-day course covers pumps, seals, bearings, lubrication, and coupling operation. The care and handling of pumps, along with alignment methods and inspections, are covered in detail. Upon completion of this course, students will be able to state the various pump types and their associated characteristics, types of seals and bearings, the importance of lubrication, proper methods of coupling and alignment, and the required pump inspections. Course material is presented by lecture, hands-on sample investigation, and classroom discussion.

ETT157	Piping Inspection	8	310	Quality Training and Resource	This one-day course is a concise overview of most of the aspects of piping. Class starts off with discussions on piping, moves to flow elements, and mechanical closures, and ends with pressure testing. This course is intended to supplement the attendee's knowledge or provide a foundation on which to build. Course materials are presented by lecture, hands-on sample investigation, and group discussion.
ETT158	Radiation Detection and Measurement (Course cost is Prorated)	32	0	Quality Training and Resource	Major course topics include: - Overview of Instruments and Technology of Detection and Spectroscopy of Ionizing Radiation - Strengthened Understanding of Physical Processes underlying their application - Development of Basic Understanding of Principles, Operation of Devices - Develop Ability to Intercompare and Select Instrumentation Best Suited for Different Applications
ETT159	Export Control Workshop	8	115	Trade Development Alliance of	This is a full-day, hands-on workshop that simplifies the requirements of the Export Administration Regulations. Participants will learn what the Commerce Control List is, and how you can determine whether or not you need to apply for an export license.
ETT160	Crane and Rigging Safety Requal, Basic	4	225	EXITECH Columbia Corporation	This course reviews basics of overhead crane and hoist operations, covering operating parameters and regulatory requirements. Along with personnel responsibilities, basic rigging theory is taught concerning sling loading, load weight calculations, load control, center of gravity movement, proper sling and rigging hardware application as their pre-use inspection and identification requirements. Provides students with updates to changes in regulatory standards that govern hoisting and rigging activity.
ETT162	Train-the-Trainer: Mastering Training Techniques	8	289	WSU-TC Professional Development	Major course topics include: - Learn about participants and their learning styles - Learn about the trainer: Who you are and what you do? - Learn how to put a training package together - Learn how to train by doing

ETT170	Conduct of Operations Assessment - Classroom	24	0	Doe-Hq	During the assessment, normal facility operating practices and operator responses to casualty drills will be observed. Operators and supervisors will be interviewed. Drills will be selected by the assessment team and agreed upon by facmanagement. Drills will be scheduled for the second week and conducted by the facility operators. The assessment team will require briefs from the DOE site representatives and plant manager. The status of implementing DOE Order 5480.19, a description of restricted areas and radiological controlled areas, toxic hazards, temporary modifications, ongoing investigations, and facility specific rules and regulations should be addressed during the brief. This course does meet the requirements of the general technical base competencies 6.1.
ETT171	Conduct of Operations Assessment - Field	40	0	Doe-Hq	During the assessment, normal facility operating practices and operator responses to casualty drills will be observed. Operators and supervisors will be interviewed. Drills will be selected by the assessment team and agreed upon by facmanagement. Drills will be scheduled for the second week and conducted by the facility operators. The assessment team will require briefs from the DOE site representatives and plant manager. The status of implementing DOE Order 5480.19, a description of restricted areas and radiological controlled areas, toxic hazards, temporary modification, ongoing investigations, and facility specific rules and regulations should be addressed during the brief. This course does meet the requirements of the general technical base competencies 6.1.
ETT175	Conduct of Operations, Introduction	16	450	Quality Training and Resource	This is a sixteen hour interactive course which exposes the student to the concepts of a formal operating environment as enveloped by DOE Order 5480.19, Conduct of Operations Requirements for DOE Facilities. The students are exposed teral video and written case studies which they will be asked to analyze and discuss.
ETT177	Facility Orientation, FFTF	4	0	Fluor Daniel Hanford	FFTF plant safety features and safety procedures. MASF orientation is included in FFTF facility orientation
ETT179	Conduct of Maintenance	40	0	United Energy Services Corpora	Topics covered include: -Introduction to the history, philosophy, and applications of the modified nuclear power standards as related to Department of Energy facilities. -Comprehensive presentation of concepts and applications of the een elements of DOE Order 4330.4A, Maintenance Management Program.

ETT180	Risk-Based Performance Assessment and Decision Making (Topical Meeting)	24	360	American Nuclear Society	Several important issues relating to the use of performance and risk assessments in making decisions regarding nuclear facility safety, waste management, and environmental restoration will be addressed. A focus of the topical meetingbe on the methods used for conducting performance and risk assessments and how those assessments can be used to make better decisions. Environmental, safety, and health risks as well as programmatic and policy risks will be addressed.
ETT184	Decision and Risk Analysis for TWRS Decision Making & Management	16	0	Drs. Alan Brothers, Thomas Epp	The Tank Waste Remediation System (TWRS) at the Hanford Site incorporates procedures for an integrated, consistent, and logical approach to managing decisions and risks at Hanford. The implementation of these procedures requires the uanalytical methods and techniques known as decision and risk analysis. Decision analysis is a set of formal models and procedures to assist decision makers in identifying and evaluating decision alternatives in the presence of multiple objectives and uncertainties.
ETT185	Lead Auditor Training	24	0	Doe-Hq	This training includes an overview of the OCRWM (Office of Civilian Radioactive Waste Management) Quality Assurance Requirements and Description; an introduction to performance-based auditing concepts; and information for Audit Team Ls that will aid in audit planning performance, reporting, and follow-up activities. The following manuals will be utilized: OQA (Office of Quality Assurance) Lead Auditor Training Course Manual, OQA Performance-Based Auditing Workshop Manual, and OQA Audit Team Leader Handbook.
ETT186	Information Systems Auditing, Intro to	24	375	Graduate School, USDA	Major course topics include: - Combine information systems principles ad concepts with audit techniques to develop a basic approach to auditing systems development, individual applications and data center operations - Learn concepts, components and terminology, the nature of risks in information systems, how to evaluate and test controls over data quality and system integrity, and emerging technologies and computer-assisted audit techniques - Understahow to plan and conduct information systems audits and how to communicate effectively with systems and user personnel

ETT187	Lead Inspector Training	24	575	Central Training Academy (CTA)	This course presents the EPA model curriculum covering the lead-based paint (LBP) inspection protocols described in HUD Guidelines and EPA regulations for both single-family and multi-family housing together with current research findings and practical advice from experienced inspectors. Through lectures, demonstrations and hands-on training, participants will develop an understanding of the advantages and limitations of a variety of lead inspection techniques, along with methods of implementation. The course also covers lead detection in paint, dust, and soil, personal protection, pre-inspection planning, preparing samples for laboratory analysis, and use of X-ray fluorescence (XRF) analyzers.
ETT191	Contemporary Systems Engineering	48	995	WSU-TC Professional Development	The primary goals of applying the Systems Engineering (SE) process are (1) to achieve an optimal balance of all system elements, and (2) to ensure that resulting products and services meet customer requirements and are developed and delivered within cost and schedule. Instructors will explain SE principles and processes and demonstrate SE principles through relevant case studies and discussions. Students will practice SE principles via an in-class exercise. Students will be given reading assignments for class preparation and take-home mid-term and final exams for reinforcement of SE principles. Completion of the exams is required to receive the course completion certificate.
ETT192	Assessing the Reliability of Computer-Processed Data	24	445	Graduate School, USDA	You will gain knowledge of the professional auditing standards governing reliability assessments, and the process and decision points for conducting a reliability assessment of computer-processed data. You will learn to assess reliability risk, understand system controls, determine data testing requirements, select appropriate audit tools and techniques, and draft report language appropriate for the testing results.

ETT194	Systems Engineering Workshop	32	1100	WSU-TC Professional Development	Topics include: DOD Acquisition Process, Cost Estimates, Understanding the Requirement and the Concept of Operations, Functional Analysis Design, Trade-off Analysis, Software Requirements and Software/ Hardware Integration, Transition to Production, Test and Evaluation Impacts, Design for Support/Design to Cost, Risk Handling, Productibility, Logistics Support. The workshop puts the participant in the role of a system engineering team member who must identify functional requirements (what must be done), design requirements (how well it must be done) and then allocate them to pieces of the system that will meet those requirements.
ETT196	Automated Job Hazards Analysis (ISMS & Work Planning)	8	125	EXITECH Columbia Corporation	Course topics include: ISMS overview, ISMS and work planning process, team approach for work planning, overview and demonstration of the AJHA tool, and implementing ISMA and the AJHA tool.
ETT197	Effective Audit Supervision	32	505	Graduate School, USDA	You will identify your own management style and learn to improve your effectiveness when dealing with others with different styles. You will learn to match staff capabilities with audit tasks and to set performance expectations. The course uses a mixture of exercises, self assessment forms, case exercises and class discussions with a particular focus on providing you with a set of practical tools and techniques.
ETT205	Audit Report Writing	16	390	WSU-TC Professional Development	Lay the foundation; Clarify the assignments; Manage the Review Process; Give Constructive Feedback; Teach Writers a Writing Process; Teach Writers Peer Review.
ETT209	Self-Assessment/Continuous Improvement for First-Line Supervisors	8	180	Quality Training and Resource	Self-Assessment/Continuous Improvement Process Requirements and Process Overview; Revisit the Applicable Requirements; Understand the Critical Processes; Define Self-Assessment Measurement Methodology; Perform Self-Assessments; Implement Opportunities for Improvement; Self-Assessment Program.

ETT210	National Electrical Code 3-day (1999 Code)	24	895	WSU-TC Professional Development	Major course topics include: Purposes of the NEC, OSHA mandates, voltage drops, ampacity tables, accessible vs. readily accessible, continuous load, 'in sight of' rules, calculations for short circuit currents, working clearances, requirements, protective equipment, branch circuit rating, sizing branch circuits and feeders, disconnects, ground fault protection, tap rules, purposes of bonding and grounding, mandatory grounding, wiring methods, sizing metal boxes, straight lls vs. angle pulls, wireways, auxiliary gutters, pull load current values vs. nameplate current values for motors, sizing overcurrent protection, hazardous locations, seal requirements.
ETT215	Configuration Management II- Course I	20	750	Institute of Configuration Management	Course I describes the CMII process and how it improves upon traditional approaches to achieving the CM related requirements. It is a process which facilitates performance improvement initiatives. The process represents a better intion of the essential CM and DM components and the emphasis is different. The engineering change process is streamlined so that changes can be accommodated, not simply controlled. The process for creating and upgrading documentation, records and ta is streamlined to assure the highest levels of integrity. The benefits of changing faster and documenting better are shown to be beneficial and achievable in all environments.
ETT216	Configuration Management II- Course II	20	750	Institute of Configuration Management	Course II describes how to define and structure configurations, from the end-item to the lowest level of detail. It describes how to define and document each item residing at each level in the physical item hierarchy and how to link iwith documents. Preferred techniques for linking software programs to the hierarchy are also demonstrated. Except for computerization, industry's approach to documentation has changed very little over the past 30 years. The most effective develment process is a document driven process. All development resources are driven with one set of priorities. Optimized part numbering conventions, including criteria for using significant and nonsignificant numbers, are demonstrated.
ETT222	Systems Engineering Overview	16	400	WSU-TC Professional Development	A course designed to increase customer, contractor and stakeholder teamwork and ensure Hanford's success in its environmental cleanup mission is being offered by the QTRC and WSU-TC. The Systems Engineering Training Program will givete-wide overview of introductory and advanced systems engineering

ETT223	Systems Engineering (Tuition Prorated)	24	324	AMCI, Inc.	This course is a Level III project management continuing education course designed to introduce participants to Systems Engineering at a working level. Key Topics include: * What is Systems Engineering? * The Systems Engineering Pro* Systems Engineering Analytical Methods Case Study Application * Systems Engineering Programmatic Interfaces * Systems Engineering Implementations
ETT225	PREVENTION AND REDUCTION OF ORGANIZATIONAL AND PROGRAMMATIC FAILURES, ADVANCED	32	700	Wppss	Course topics include: Introduction to Organizational & Programmatic Failures and Human Errors, Definitions and Background, Root Cause Investigations, Organizational Culture and Performance, Qualitative Diagnostic Tools for Performance Improvement, Qualitative Analytical Techniques, Investigations Using the 52 Criteria, Corrective Actions, Quantitative Approaches for Detection and Correction of Global O&P Issues, Eight Lessons Learned from the Nuclear Industry, and Ten Things Not to Do for Event Rate Reduction.
ETT228	Conduct of Operations, Manager	16	425	Fluor Daniel Hanford / Techsta	This course is an overview covering the WHC philosophy for achieving excellence in the operations of DOE facilities. This course stresses teamwork, safe operations, and accident case studies analysis.
ETT230	Process Instrumentation	28	0	Doe	This course is designed as an overview that will enable the student to understand the purpose and types of process instrumentation and the principles of operation of various controllers used at DOE facilities. Topics include an introduction to the basic instrument channel - Temperature measuring devices. - Pressure measuring devices. - Mechanical to electrical measuring devices. - Flow sensing and measuring devices. - Level measuring devices. - Principles of control system operation. - Proportional control systems.
ETT235	Facility Orientation, PUREX	4	0	Fluor Daniel Hanford	A general overview of the PUREX facility.
ETT236	Geographical Information System (GIS)	16	600	PNNL	Topics covered include: Data acquisition, Spatial databases, Data models, Using the GIS, Error modeling and data uncertainty
ETT239	Technical Performance Management	16	955	TTC Seminars	Technical Performance Management - Evolving as a standard element of Program Management. -Identifying effective technical metrics -Establishing a technical performance baseline plan - Linking technical performance to cost and schedule performance -Technical Performance Assessment Techniques - Assessing earned value from technical progress -Automating TPM with software tools

ETT243	Understanding Programmable Controllers	24	1195	National Technology Transfer,	What the advantages of programmable controllers are over electromechanical relay systems. -How PLC's can upgrade current systems -How PLC's are programmed and what types of programming can be used -What causes most PLC problems and how to correct the problem -How to analyze and define your PLC needs -How to specify hardware and choose suppliers -What solutions PLC's offer -How to plan for installation of a PLC system -What the future holds and how to plan for it now - How to troubleshoot PLC and Field device malfunctions
ETT244	Systems Engineering, Applying to Hanford Projects	12	380	WSU-TC Professional Developmen	This course will include a history of Systems Engineering (SE). Industry directives will be identified as well as the Hanford Site Basis for SE. The industry SE process will be defined. The Life-Cycle Approach will be discussed. A Requirements Document hierarchy will show how PH.C.Contract Part II, DOE Order 430.1, Life-Cycle Asset Management, and RL Directive RLID430.1, Sysys Engineering Criteria Document and Implementing Directive define and direct the Life-Cycle Approach. The DoD Acquisition Management Guides will be discussed. The DoD SE Process will be presented. Application of SE to operating facilities will discussed, especially with respect to configuration management and reconstitution of design basis information.
ETT245	Boiler and Pressure Vessel Code: Section III, Division I	32	1195	Asme	This course describes the general requirements of the ASME Boiler and Pressure Vessel Code, Section III, Division I. It is not intended to be an in-depth course on design or quality assurance, but it will attempt to blend technical and administrative requirements which form the basis for the Section III quality systems. The new rules for Accreditation of Material organizations will be presented.
ETT246	High Impact Auditing	8	350	Institute of Internal Auditors	This course is designed for auditors at all levels who are looking for high impact ways to dramatically increase the effectiveness and credibility of the audit function.
ETT247	Ground Water Hydrology: A Practical Course for Env Managers/Non-Hydrologists	16	499	WSU-TC Professional Developmen	Participants will discover how to identify and minimize: - The nature of ground water - RCRA of 1976 - Sources and impact of contamination on ground water resources - Conducting a ground water investigation - Developing a ground water mring plan - Corrective actions - Management issues and strategies

ETT250	Control Systems Engineering P.E. Exam Preparation	42	750	NO LONGER OFFEREDs	This course is a comprehensive review of the principles and practices of control systems engineering. Topics covered include: Measurements and data transmission, Final elements and actuators, Digital control systems and devices, Safety systems, relief valves, alarms, codes, standards, Control room, interfaces and auxiliary equipment, Application-continuous, batch and discrete
ETT253	WNP-2 BWR Introduction Course	40	0	Washington Public Power Supply	Topics covered include: -Plant Steam Cycle Introduction -Neutron Monitoring System -Electrical Distribution System Diesel Generators, A.C. Distribution, D.C. Distribution, Uninterruptible Power Supply -Reactor Core Isolation Cooling tor Vessel Pressure -Offgas and Air Removal -Condensate & Feedwater Systems -Reactor Recirculation System - Fuel -Plant Service Water System - Circulating Water and Tower Makeup Systems -Emergency Core Cooling Systems -Reactor Containment -Reactor WasteCleanup System -Liquid Waste Processing System -Main Steam and Turbine Systems -Control Rod Drive Hydraulics System -Control Rod Blade and Drive Mechanism
ETT258	DOE Complex Overview	5	0	Office of Professional & Techn	This five hour live interactive distance learning course will provide an overview of the DOE's principle missions and the roles within the DOE Complex from a historical perspective. Upon completion, the participant will be able to definroles within the DOE Complex, and organizational structure from both historical and present day perspective. Also, the participant will be able to discuss the : - DOE organization, and field organizations which execute the varied missions; - Identi key DOE Facilities, and their role in the DOE mission over the last 30 years; - Describe the nuclear weapons production process - Discuss key present and future challenges for the DOE Complex.
ETT259	Reading Engineering Drawings	24	690	General Physics Corporation	Major Topics include: - The Alphabet of Lines - Orthographic Projection Drawings - Auxiliary Views - Detail and Assembly Drawings - Dimensions and Tolerances - Sectional Views - The Title Block - Drawing Notes - The Drawing Chanstem - Geometric Dimensioning and Tolerancing

ETT264	Accident Investigation Chairperson Training Workshop	16	475	Litco	Included are guidelines for establishing and coordinating AI Boards, initiating and tracking the actual investigation, using analytical techniques, evaluating/critiquing case studies, and developing the AI report. Participants will dethe knowledge and skills to conduct an investigation in accordance with DOE requirements, manage an investigation from the administrative and technical points of view, identify accident causal factors, and produce an accident investigation repor that fulfills DOE needs.
ETT265	Accident Investigator Readiness Team Workshop	8	325	Litco	Students will be taught how to secure the accident scene, secure records and hardware, obtain witness statements, obtain photographs, and assure drug screens and other medical exams are completed. Information will be provided on readiequipment that should be available and the interactions of Readiness Teams with the Accident Investigation Board.
ETT266	NQA-1 LEAD AUDITOR	24	0	DOE Carlsbad Office	The Hanford TRU Program is required to develop and implement an internal audits and surveillance program. This course will provide the basic-training to qualify people as an auditor under NQA-1.
ETT267	Operational Readiness Review (tuition prorated)	20	0	KC Services	Line management sets the 'breadth' of the ORR and the ORR team establishes the 'depth'; the combined effort provides the scope of the ORR. Up to date information based on lessons learned from throughout the DOE complex is included in the course material. The Order also provides for a formal dispute resolution process. While each of the following elements are treated independently and scussed in detail, the course integrates the complete ORR process according to the tenets of the Order and the Standard.
ETT268	Nuclear Physics and Radiation	32	0	Doe-Hq	Overview of: - Basic nuclear terminology - Reactor Theory for DOE power and production reactors - Radiation detection and measurement - Applying principles to control personnel exposure.
ETT269	Boilers - An Operator's Workshop	24	985	National Technology Transfer	Topics covered include: -Boiler construction features and essential components -Flame safeguard and burner component details -How to read wiring and programmer diagrams -How boilers, burners, and programmers integrate - Combustion requiremand how to adjust burners for proper operation and maximum efficiency -Common failure modes and what to do to prevent them - Preventive maintenance considerations - Advanced troubleshooting and problem solving skills

ETT270	ISO 14001 Environmental Management Standards Lead Auditor	40	0	Tbd	Course topics include: Introduction to Environmental Management, Understanding and Reducing Environmental Impacts, Comparison of EMS Standards (including EMAS), Assessing Environmental Impacts, Environmental Policy , Objectives, and Targets, The EMS Audit, Audit Planning and Preparation, Environmental Legislation and Regulation, Documenting the EMS, Performing the Audit, Environmental Education and Training, Reporting the Audit, Coective Action and Follow-up, Monitoring, Reporting and Improving Environmental Performance, and Registration, Accreditation and Auditor Certification.
ETT271	Printing Processes and Terminology, Introduction to	24	245	U.S. Government Printing Office	This class has been designed to provide attendees with elementary knowledge of the basic printing processes and terminology. The course is an overview of the printing processes including planning, desktop publishing, typography, photography, electronic photo-composition, copy preparation, platemaking, paper aink, presswork, binding and delivery.
ETT272	Implementing MARSSIM for Design and Conduct of Radiological Surveys	24	995	Oak Ridge Institute for Scienc	This three-day course emphasizes the decision-making processes involved in the design and implementation of a MARSSIM-based decommissioning survey. Topics include: - overview of radiological survey types - the data quality objectivocess - selection and application of DCGLs - background reference area selection - survey instrument detection sensitivity - area classification - statistical design of surveys - measurement uncertainty - performing statistical tests
ETT273	Fundamentals of Ground Water Geochemistry	16	625	National Groundwater Associati	This is an introductory geochemistry course for scientists and engineers working in the fields of ground water site characterization, contamination, and remediation. It is designed to provide a thorough understanding of the principlegeochemistry. Basic chemical interactions occurring between water and soil/aquifer material that determine the composition of natural water and affect the migration of contaminants will be covered, as will the anticipated efficiency of remediation practices. Data collection, presentation, and interpretation of results will be dcussed. Once this fundamental knowledge is obtained, it will be possible to integrate this information into particular contamination situations and design adequate remediation systems given the site-specific geochemical parameters.

ETT275	Conduct of Operations Assessment (Classroom and Field)	64	0	Doe-Hq	During the assessment, normal facility operating practices and operator responses to casualty drills will be observed. Operators and supervisors will be interviewed. Drills will be selected by the assessment team and agreed upon by facility management. Drills will be scheduled for the second week and conducted by the facility operators. The assessment team will require briefs from the DOE site representatives and plant manager. The status of implementing DOE Order 5480.19, a description of restricted areas and radiological controlled areas, toxic hazards, temporary modifications, ongoing investigations, and facility specific rules and regulations should be addressed during the brief.
ETT276	Accident Investigation, Principles of	32	700	Litco	The workshop includes accident investigation methods such as gathering facts, analyzing information, establishing findings, determining causal factors including root causes, and developing judgments of need. Analytical techniques are presented. These include energy trace and barrier analysis, change analysis, events and causal factors analysis, Management Oversight and Risk Tree (MORT), and root cause analysis.
ETT277	Interior Sensor Systems	4	0	Cta	This course addresses the physical protection, detection, assessment, and entry control systems used as a part of the overall DOE Safeguards and Security Program. Specific topical areas include operating concepts of exterior sensors, control systems, SNM portal detectors, and alarm communication/displays and assessments. The course addresses design concepts. It includes seven quizzes (requiring passing grades of at least 70%) and two practical exercises.
ETT278	Exterior Sensor Systems	4	0	Cta	This course addresses the physical protection, detection, assessment, and entry control systems used as a part of the overall DOE Safeguards and Security Program. Specific topical areas include operating concepts of exterior sensors, control systems, SNM portal detectors, and alarm communication/displays and assessments. The course addresses design concepts. It includes seven quizzes (requiring passing grades of at least 70%) and two practical exercises.

ETT279	DOE Accident Investigation Analytical Techniques Training	40	0	Pnnl	Individuals will: * Understand the analytical tools necessary for meeting the requirements of DOE Order 225.1 * Demonstrate basic knowledge and comprehension of core analytical techniques to include - Events and Causal rs Analysis - Barrier Analysis - Change Analysis - Root Cause Analysis * Understand the roles and responsibilities of analysts * Validate results * Write logical and defensible results * Contribute to the uniform implementation of accident investigation process
ETT280	New Risk Analysis: A Facilitated Approach, The	16	499	Computer Security Institute	This class provides techniques used to determine the relationship between the value of the information assets and the cost of measures required to protect them. It will facilitate students in assisting users to identify their own riskntrols and action items to safeguard their business assets.
ETT281	Occurrence Report Training	4	110	Quality Training and Resource	This course provides students with all the necessary requirements to accomplish timely and accurate occurrence reporting. The course will cover the requirements of DOE Order 5000.3A, Occurrence Reporting and Processing of Operations Iation. Included in the curriculum will be categorization, notification, and occurrence report preparation requirements as well as a brief overview of the Occurrence Reporting and Processing System (ORPS).
ETT282	Facility Orientation, 100K	1	0	Fluor Daniel Hanford	The orientation provides an overview of the site and the specific health and safety requirements.
ETT283	Risk Management	8	250	WSU-TC Professional Development	This course explains the Technical Procedure Standard WHC-3-5.
ETT284	Technical Procedure Standard (WHC-3-5) Training	4	160	Qtrc	
ETT285	Conduct Of Operations, DOE	16	0	Doe-RI	This is a sixteen hour interactive course which exposes the student to the concepts of a formal operating environment as enveloped by DOE Order 5480.19, Conduct of Operations Requirements for DOE Facilities. The students are exposed teral video and written case studies which they will be asked to analyze and discuss.
ETT286	Executive Goal Setting Workshop (Firewalk)	4	195	Rapport Leadership Institute	Learn how to use Neurolinguistic Programming; - Set out comes to empower and enrich each area of your personal and professional life. - Eliminate the fears that have stopped you from really going for what you want. - Anchor the feelingower & enthusiasm to give you acceleration in achieving your goals - Learn how to take charge TO GO FOR IT, take ACTION, and make decisions - Transform apprehension into strength and fear into excitement.

ETT287	Root Cause Analysis Basics	8	210	Quality Training and Resource	Participants are provided with an overview of root cause concepts and various analysis techniques. Real-life examples are used in a small-group setting to demonstrate the techniques. This course is introductory in nature and is only ded to introduce participants to root cause analysis concepts and provide a brief introduction to some of the techniques. It is not designed as an in-depth course in application of those techniques, but as a prerequisite introduction for Root CauAnalysis Techniques (ETT288).
ETT288	Root Cause Analysis Techniques Workshop	12	325	Quality Training and Resource	This course concentrates on skill development in performing formal, structured root cause analysis. It covers the following techniques: Change analysis, barrier analysis, events and causal factors analysis, and the construction of tragrams.
ETT289	Root Cause Analysis Mini-MORT Workshop	12	325	Quality Training and Resource	use analysis techniques to identified problems, develop recommended actions to correct immediate situations as well as prevent their recurrence, and evaluate these proposed solutions.
ETT290	Facility Orientation, PFP	3	0	Fluor Daniel Hanford	This is required training for entrance to the PFP Complex.
ETT293	Accident Investigation Board Chairperson Training	8	0	Doe-Hq/Cta	The course will focus on the skills and knowledge required for board chairpersons to implement policy changes and process enhancements, to understand their roles and responsibilities, and to lead accident investigation boards through nvestigative process to analyze and report on the causes of accidents. The training will include practical exercises and information will be provided on recent changes prescribed by DOE Order 225.1A, Accident Investigations.
ETT294	Auditing Methods for Lead Auditors	24	0	Doe-RI	Requirements overview - Overview of verification methods - Audit administration - Audit team leader certification and qualification - Requirements for auditors and technical specialists - Audit preparation - Audit pchology and protocol - Audit performance - Audit reporting - Evaluation, follow-up and close-out
ETT295	Configuration Management, Basic	24	1065	Technology Training Corporatio	Course topics include: - Configuration Baselines - Configuration Change Management - Configuration Status Accounting - Functions of Change Control Boards and Who Should Participate - Types of Configuration Audits and How do you Prepor Them - Transitioning an Item or System from Development to Production Without Compromising CM Principles - Role of CM in the Support or Maintenance Phase of a Program - Best CM Practices Today, Tomorrow, and for the Future

ETT297	Nuclear Chemistry	40	0	Chung-King Liu	Topics covered include: *Chemical Engineering Aspects of Nuclear Power *Nuclear Reactions *Fuel Cycles for Nuclear Reactors *Data Quality Objective *Solvent Extraction and Ion Exchange of Metals *Properties of Irradiated Fuel and Other Reactor Materials *Plutonium and Other Actinide Elements *Fuel Reprocessing *Radioactive Waste Management
ETT298	Facility Orientation, B Plant	2	0	Fluor Daniel Hanford	A general overview of B Plant including emergency equipment locations, emergency response, staging area, plant status, less than 30 & 90 day storage pad, ALARA principles.
ETT300	Heating, Ventilation, and Air Conditioning (HVAC) Fundamentals	24	0	Lawrence Livermore National La	This course meets the competency statement requirements in the DOE Functional Technical Standard for Facility Representatives. Students will obtain a solid basis in HVAC fundamentals and their application.
ETT301	Accident Investigation, Principles of	24	600	SSDC - Fred Davies	Major topics include: - Introduction to the Principles of Accident Investigation - Collection and Preservation of Evidence - Photography - AHA - Communications - Analytical Trees - Human Considerations - Witness Interviewing - Manalysis - Barrier and Control Analysis - Change Analysis - Evidence Validation Matrix - Events and Causal Factors Analysis - Report Writing - Root Cause Analysis
ETT302	Risk-Based Decision Making	24	0	Executive Seminars & Consultin	This seminar will present the latest and most successful techniques for analyzing, assessing and managing RISK. Attendees can expect to acquire a working knowledge of several tools proven helpful in winning and managing business. Topovered include the essence of risk in business - its definition, appropriate risk assumption for your company, and personal and organizational risk taking patterns; techniques for risk management, business analysis, prioritization, and decision making proven useful in corporations. The applicability of these techniques to current problems and situations in your organizations will also be discussed.
ETT303	Business Management Oversight (BMO) Train The Trainer	24	600	Orise	This course assists Federal and contractor personnel in defining business management performance objectives, measures, and expectations. It assists Federal and contractor personnel in determining self-assessment reporting requirementsprepares Federal Business Management Review (BMR) teams to conduct performance-based BMRs.
ETT304	Facility Orientation, U03	3	0	Fluor Daniel Hanford	U03 plant safety features and safety procedures.
ETT305	Facility Orientation, FFTF Tour	1	0	Fluor Daniel Hanford	FFTF plant safety features and safety procedures.

ETT307	Decision and Risk Analysis for TWRS Decision Making and Management Introduction	24	0	Drs. Alan Brothers, Thomas Epp	The Tank Waste Remediation System (TWRS) at the Hanford Site incorporates procedures for an integrated, consistent, and logical approach to managing decisions and risks at Hanford. The implementation of these procedures requires the analytical methods and techniques known as decision and risk analysis. Decision analysis is a set of formal models and procedures to assist decision makers in identifying and evaluating decision alternatives in the presence of multiple objective and uncertainties.
ETT308	Training the Trainer	8	149	Tbd	This course concentrates on real world, how to information that you can put to work right now, in your own day to day activities. That means specific tips, techniques, and strategies that tell you exactly how to provide better employee training and develop excellent instructional programs, from start to finish.
ETT310	Audit Report Writing (Tuition Prorated)	16	240	Franklin Quest Shipley Associa	Participants learn to prepare audit reports that effectively communicate findings, promote action, correct deficiencies, and lead to continuous improvement.
ETT311	Electrical Safety Requirements and Procedures	16	595	National Technology Transfer,	This course presents electrical safety information based on the OSHA Electrical Safety Related Work Practices Rule (29 CFR Paragraphs 1910.331 through 1910.335). Starting with presentations on the definitions and nature of electrical ds, the course goes on to cover electrical safety equipment, safety procedures plus legal and regulatory requirements. While most of the course material is primarily based on the OSHA standard requirements, it also includes additional safety related information such as industry accepted practice in safety grounding, as well as equipment safety practices.
ETT312	Risk Assessment Guidance For Superfund	32	0	Hammer - Epa	This course provides participants with the fundamentals of human health and ecological risk assessment as applied to the Superfund cleanup process. The course is based on the following EPA documents: Risk Assessment Guidance for Superfund: Volume I - Human Health Evaluation Manual (Parts A, B, and C), Risk Assessment Guidance for Superfund: Volume II - Environmental Evaluation Manual, and Ecological Risk Assessment Guidance for Superfund: Process for Designing and Conducting Ecological Risk Assessments. The risk assessment process is presented in three stages: baseline risk assessment, development of preliminary remediation goals, and evaluation of cleanup alternatives.

ETT313	Accident Investigation Chairperson Training (Tuition Prorated)	8	231	Doe-RI	Included are guidelines for establishing and coordinating AI Boards, initiating and tracking the actual investigation, using analytical techniques, evaluating/critiquing case studies, and developing the AI report. Participants will dethe knowledge and skills to conduct an investigation in accordance with DOE requirements, manage an investigation from the administrative and technical points of view, identify accident causal factors, and produce an accident investigation report that fulfills DOE needs.
ETT314	Lasers and Optics, Basics of	16	595	Government Institutes	This introductory course is designed to give a student with limited laser/optics background a solid introduction to lasers and optics. The student will gain a general knowledge of solid state, gas, liquid, and diode laser devises. Alaser optical systems and the methods of laser output power measurement will be discussed and demonstrated. Basic material interactions along with the optical phenomena of polarization, diffraction, and interference are also reviewed in relation to the application of lasers and optical systems.
ETT315	Industrial Laser Safety	16	595	Rockwell Laser Industries	This introductory level course covers industrial laser safety concepts based upon the ANSI Z136.1, FDA/CDRH, OSHA and State requirements. The biological effects of CW, pulsed, and repetitively pulsed lasers are covered and exposure liare introduced including sample MPE, NHZ and OD calculations. The concepts of the laser classes are presented with a discussion of Class I, Class II, Class IIa, Class IIIa, Class IIIb and Class IV laser systems. Laser accidents are reviewed and scussed. The course concludes with a review of engineering and administrative controls needed for safe laser operation.
ETT316	Auditing to ISO 14011	16	795	Asqc	Learn about environmental management system environmental auditing.
ETT317	Lead Risk Assessor	40	500	Dept. of Civil Engineering, Or	This course presents the EPA model curriculum covering the lead-based paint (LBP) risk-assessment protocol described in the HUD Guidelines and EPA regulations for both single-family and multi-family housing. Interpretation of lead inson reports, risk assessment report forms, and decision-making concerning interim controls when appropriate are also covered. The course explains how risk assessors can present the options available to owners to control hazards from lead-based paiand other lead-contaminated sources.

ETT318	Lead Inspector Training	40	500	Dept. of Civil Engineers, Oreg	This course presents the EPA model curriculum together with current research findings and practical advice from experienced inspectors. Through lectures, demonstrations and hand-on training, participants will develop an understanding of the advantages and limitations of a variety of lead inspection techniques, along with methods of implementation. The course also covers lead detection in paint, dust and soil; personal protection; preinspection planning; preparation samples for laboratory analysis; and use of X-ray fluorescence (XRF) analyzers.
ETT319	Systems Engineering, Advanced	16	585	WSU-TC Professional Development	This workshop gives the students an opportunity to learn additional methods of applying systems engineering. These additional methods allow the student to use the appropriate tool to solve problems most effectively. Systems engineering methods can be used for strategic planning, starting and operating a business, process improvement, and product development. Problems are an extension of those solved during the 4 day workshop and include anomalies discovered in testing, production headaches, supportability difficulties, and changing customer requirements.
ETT320	Understanding Soil and Groundwater Contamination	16	499	WSU-TC Professional Development	This two-day course provides the basic theory and background necessary for effective and defensible soil and groundwater investigation, clean-up efforts, and for general decision-making in areas involving the subsurface. Course topics include: * Understanding the subject, the frequent problems and misconceptions * Learn the terminology of this field study * Determine which issues and/or processes dominate specific problems and what tools are available to address them
ETT321	GTE University Network Fundamentals Workshop	8	0	GTE University	This course covers telecom fundamentals and data communication fundamentals.
ETT322	Configuration Management in the DOE	8	289	WSU-TC Professional Development	Examine the guidance available to DOE personnel and contractors in their effort to develop and implement configuration management programs for affected DOE facilities, to include the new DOE Standard, "Guide for Operational Configuration Management Program." This course provides an overview of the concepts that must be applied to properly design, implement, and manage configuration programs.

ETT323	Operational Readiness Review Training	8	0	Doe-Hq	The course begins with a background overview of the development of current requirements. Following is a discussion of the specific requirements of the order, including conditions requiring an ORR or a Readiness Assessment, as well as rements for determining the appropriate Approval Authority. This discussion includes the required documents, available boilerplates, and other assistance available for preparation. The final portion of the course material involves a short discuion of performance-based assessment techniques specific to ORRs/RAs which have proven to be effective and accepted in practice.
ETT324	Systems Planning, Research, Development and Engineering, Advanced	80	0	Dau	This course uses a facilitated case study to help students become more effective in the use of the science, technology and systems engineering processes and procedures that must be followed during each phase of a system's life cycle. Thmon tools of systems planning research, development and engineering are used within the framework of an integrated case study that starts with a need, progresses through the acquisition milestones and phases, and ends with a demonstration of system effectiveness. Special emphasis is placed on exploring the relationships between science and technology, systems engineering and acquisition management.
ETT325	C Reactor Large Scale Technology Demonstration	8	15	RI	Learn about the latest decommissioning work taking place at a commercial power generating plant.
ETT326	Designated Agency Representative Workshop	24	0	AT&T FTW2000 Training Departme	Course topics include: network elements, program management, ordering, reporting, billing, fraud and abuse, and services provided via FTS2000.
ETT327	National Electrical Code - 1 day Update (1999 Code)	8	250	WSU-TC Professional Developmen	Learn about the most important changes to the Code. The emphasis is on industrial applications.
ETT328	Root Cause Analysis	16	449	WSU-TC Professional Developmen	This program provides an overview of root cause concepts and a working knowledge of the basic root cause analysis techniques. Root causes are the most basic, real reasons for problems which, if corrected, will prevent reoccurrence. Theram also stresses the use of these same techniques in a positive mode as a means of continuous improvement. Participants will receive a copy of the best-selling text Root Cause Analysis - A Tool for Total Quality Management and the accompanying workok, which describes the use of these techniques.

ETT329	Uniform Building Code	24	699	WSU-TC Professional Development	In this course, analysis is made of code changes and the 1997 Uniform Building Code (UBC) common format, group occupancies, types of construction, fire resistive walls; masonry, concrete, excavations, foundations, roofs, walls, occupadoads, stairs, exits; and wood and conventional light frame construction. Accessibility requirements for the physically disabled based on CABO/ANSI A117-1 are also covered. Specific requirements for determining spans for floor and roof joists, anrafters based on the new allowable wood stress tables are discussed and calculations are shown for concrete, board feet, building materials; and metrication is analyzed for conversion methods.
ETT330	I&C Overview	40	0	Inel	Hands-on laboratory sessions with actual instrumentation and control loops are features. Topics covered include control system theory and tuning measurement of pressure, temperature fluid flow and levels, controllers and PLCs.
ETT331	Field Techniques and Regulatory Processes	33	0	Inel/Us Nrc	This course provides an introduction and review of the NRC reactor inspector's job, including the principles of good regulation, identification of significant plant problems or issues effecting operability or reliability, identifying ritory basis, developing action plans to address the issues or problems, prioritizing follow-up action plan steps, determining if the licensee has met notification requirements, taken appropriate short term and immediate corrective actions, and justifying the analysis, develop recommendations on application of enforcementpolicy, evaluate the effectiveness of licensee corrective actions, quality assurance practices, communicate findings to the licensee and regional management, draft a performance assessment input for SALP, PRR or IPAP that conforms to NRC InspectioManual Chapter 0610, and demonstrate the application of routine inspection procedures.
ETT332	Probability and Statistics for PRA Course	40	0	Inel	The course presents selected quantitative concepts from the fields of probabilistic modeling, statistics, and reliability theory that arise frequently in probabilistic risk assessment (PRA). Through lecture and workshop problems, participants are presented with mathematical techniques from probability and statistics that have applicatis in current PRA. The topics covered include a review of classical probability and statistics, selected distributions important to PRA, uncertainty analysis techniques, and Bayesian analysis.

ETT333	PRA Basics for Regulatory Applications Course	24	0	Inel	<p>The course addresses the special needs of the regulator who requires knowledge of probabilistic risk assessment (PRA) issues and insights to better evaluate the effects of design, testing, maintenance, and operating strategies on system reliability. The full range of PRA topics is presented in abbreviated form with the goal of introducing the regulatory staffs to the basic concepts and terminology of PRA as applied to the inspection process. The course uses actual plant PRAs and stresses the uses and applications of these publications in planning audits and inspections and evaluating plant safety issues.</p>
ETT334	System Modeling Techniques for PRA	32	0	Inel	<p>This course will help develop advanced user level skills in performing event tree and fault tree analysis, with numerous practice workshops. The course covers the calculation of initiating event frequencies, component failure rate calculation, and the use of super components to create fault trees. A second focus of the course is dependent failure analysis, including multiple Greek letter, binomial failure rate, basic parameter methods, and alpha factor methods for estimating common cause/common mode failure probabilities.</p>
ETT335	Human Reliability Assessment (HRA) Course	24	0	Inel	<p>This course serves as an introduction to Human Reliability Assessment (HRA) including the methods used in modeling of human errors and various methods of estimating their probabilities. This course is designed to teach introductory level skills in HRA and includes a broad introduction to HRA and its applications. A discussion of HRA strengths, limitations, and results is also included.</p>
ETT336	Applying Systems Engineering in the DOE Environment	40	1200	Doe	<p>This course is designed to move beyond a philosophical discussion of what Systems Engineering is and address how Systems Engineering can be applied, particularly in the DOE environment. The course consists of 10 modules addressing the following aspects of Systems Engineering: SE Process Overview, Mission Analysis, Requirements Analysis and Baselineing, Baseline Management and Change Control, Functional Analysis and Decomposition, Decision Criteria Development, Alternatives Analysis and System Synthesis, Systems Integration and Interface Control, System Verification, Systems Engineering Planning.</p>

ETT337	Understanding A.C. and D.C. Variable Speed Drive Technology	24	985	National Technology Transfer	Variable speed technology offers a cost effective method to match driver speed to load demands and represents a state of the art opportunity to reduce operating costs and improve overall productivity. This seminar will thoroughly examhis technology: how it works, where it may be effectively applied, various types of VSDs, operations, maintenance, troubleshooting considerations, and potential benefits and applications.
ETT338	Uniform Plumbing Code, Introduction to	16	695	National Technology Transfer	The Uniform Plumbing Code establishes the standards for the protection of the public health, safety and welfare through the proper installation and inspection of plumbing systems. This seminar will address and illustrate the general regulations for plumbing materials, required sewers, location of sewers, prohibitedittings and practices to include water heaters, sewer drainage and venting, water distribution and gas pipe sizing. Testing is addressed regarding air, water and mercury techniques. Additional topics are private sewer disposal systems, septic tanksnd leach field, and storm drainage.
ETT339	Auditing Information Systems	36	995	Institute of Internal Auditors	This course explains the functions and controls required to safeguard assets in a computer processing environment. It focuses on the auditor's role in reviewing systems management and those general or environmental controls that affect aations operating within a given organization or network.
ETT340	Tools and Techniques for the Beginning Auditor	36	1045	Institute of Internal Auditors	Participants will learn how and what to audit. They will learn how to identify, evaluate, and document organizational strengths, weaknesses, and needed improvement. The course shows participants how to uncover eight attributes of the high performance team player, how to understand the audit model and its four phases, and how to conduct an audit interview. Participants wl gain insight into behavioral skills and communication techniques to improve their ability to communicate with others. They will also learn how to find the easiest, most practical ways to understand and evaluate internal controls. They will learn w to determine which controls are effective and efficient and how to uncover the best formulas for creating auditing objectives and determining scope.
ETT341	Risk Analysis and Management	24	895	The American Graduate Universi	Course topics include: risk identification, risk analysis, qualitative and quantitative assessment techniques, risk handling and control, and communications about risk.

ETT342	Training Management Workshop	24	170	Training Resources and Data Ex	Workshop topics include: Technology-Assisted Training: Issues for Managers, Managing Web-Based Training, Managing Cost of Training, Managing Training Performance Measures, and Qualification Management Systems.
ETT343	Facility Orientation - B Plant, Requal	2	0	Fluor Daniel Hanford	A general overview of B Plant including emergency equipment locations, emergency response, staging area, plant status, less than 30 & 90 day storage pad, ALARA principles.
ETT344	National Electrical Code 1999, Intro to the	24	985	National Technology Transfer	This seminar provides a basic understanding of the NEC, including over 150 1999 NEC changes. You will learn how to select and size conductors for different applications, when and where ground fault protection of equipment is required, what the grounding requirements for building services are, and what the terms 'class', 'division' and 'group' mean and what their implication in the design, installation and maintenance of electrical systems in hazardous classified locations is.
ETT345	Certified Information Systems Auditor Review	30	450	MicroMash	This program prepares candidates for passing their CISA Exams by covering all five domains of the exam and simulating exam-taking conditions.
ETT346	Increasing Effectiveness in Recognizing, Detecting and Preventing Fraud	8	350	•IIA Mid-Columbia Chapter	This one-day course includes: - Establishing and environment for handling fraud - The five-step approach to fraud detection - Understanding what can go wrong - Recognizing symptoms of fraud - Using and misusing red flags of fraud - Understanding fraud in purchasing - Detecting fraud in the computerized environment - Monitoring fraud
ETT347	Risk Communication: Strategies and Application	24	795	WSU-TC Professional Develop	In this workshop you will learn to understand the history of environmental compliance management and regulations at private and federal facilities. You will learn about the basics requirements and interrelationships of several federal statutes regarding environmental compliance, according to several topic areas, including: Clean Air, Clean Water, Hazardous Waste, Storage Tanks, Toxic Substances, Cultural and Natural Resources.
ETT348	PLANNING & SAT PRODUCTS OVERVIEW	8	0	Fluor Daniel Hanford	Plan how to accomplish assignments in a systematic manner, using a graded approach, producing higher quality documentation with less rework in all phases of training.
ETT349	NEEDS ANALYSIS WORKSHOP	16	0	Fluor Daniel Hanford	Determine whether or not training is the right solution. Perform and document needs analysis before proceeding with design, development, and implementation of training or other intervention.
ETT350	ANALYSIS WORKSHOP	16	0	Fluor Daniel Hanford	Perform and document functional, job, and/or task analyses, using a graded approach which will lead to performance based training.

ETT351	LEARNING OBJECTIVES WORKSHOP	16	0	Fluor Daniel Hanford	Develop clear and concise observable and measurable learning objectives based on valid analysis so participants will have a clear understanding of what they will be expected to do upon successfully completing the training.
ETT352	EVALUATION WORKSHOP, LEVEL 1	16	0	Fluor Daniel Hanford	Develop Level 1 evaluation instruments that can be used to gather feedback to be used to improve training content and process, and the instructor.
ETT353	EVALUATION WORKSHOP, LEVEL 2	16	0	Fluor Daniel Hanford	Develop Level 2 evaluation instruments (i.e., written tests, test banks, and JPMs) that accurately and consistently measure mastery of learning objectives.
ETT354	EVALUATION WORKSHOP, LEVEL 3	16	0	Fluor Daniel Hanford	Develop Level 3 evaluation instruments that can be used to gather feedback to be used to improve training content, process, and the instructor so that training is job relevant.
ETT358	Management Self Assessment/Operational Readiness Review Review	8	0	Fluor Daniel Hanford	Explain the purpose of and how to participate in a Management Self Assessment (MSA)/Operational Readiness Review (ORR) as a member of the MSA or ORR team, or as a member of the organization being assessed or reviewed.
ETT359	INTERNAL AUDITING I	32	312	Graduate School, USDA - Corres	This course deals with the theory and practical application of modern, management-oriented internal auditing. Students will become familiar with the basic theory of internal auditing and then utilize that theory in various case study applications. Course topics include: the development and professional of internal auditing, systems of internal controls, dealing with people, performing preliminary audit surveys, audit programs, field work and deficiency findings, auditor's working papers, statistical sampling, audits of computer systems, and employee and management fraud.
ETT360	Troubleshooting and Maintaining PCs	16	395	CompEd Solutions	Get the tools, techniques and shortcuts you need to keep your PCs up and operating at peak performance. Gain insider tips and 'how-to's' on upgrading, diagnose and correct hardware and software problems faster, troubleshoot network printing failures with ease, squeeze every ounce of performance possible from your existing hardware, and avoid the time- and money-draining costs of downtime (not to mention the hassles you get from unhappy users).

ETT361	Configuration Management, Advanced	24	1065	Technology Training Corporatio	This three-day course is designed for the CM professional and delivers state-of-the-science strategies and methodologies that will enable participants to successfully deal with such issues as:The impact of COTS, MOTS, and NDI on CM requirements for DOD procurements - Establishing Comprehensive Change Management and Corrective Action Systems - Managing software baselines and changes to software deliverables - Implementing a Product Data Management System - Obtaining CM Certification.
FAT102	Government Financial Management Conference, 2nd Regional	16	0	Center for Applied Financial M	Federal Financial Systems, NPR Lab: Imprest Funds, Accounting Core Competencies, The Federal Budget Process, Audited Financial Statements, and Federal Accounting Standards Advisory Board, The New Federal Accounting Standards.
FAT103	Baldrige Examiner Training	60	0	Doe-Hq	A variety of communication assignments selected from policies, procedures, reviews, analyses, and other subjects. The actual communications are not specified since the intent of this developmental experience is to assure the employee satisfactory proficiency to communicate effectively in an oral environment which is often supplemented with some written products. In order to satisfy this requirement, it is expected that the employee demonstrate that they can successfully use a riety of presentation techniques. It is assumed that the products will not be subject to management review and edit. In all cases the communication should be concise, complete, and understandable. Subjects are expected to be difficult and sometimes controversial. The local supervisor is expected to interet whether the employee has satisfied the requirements for each Level. Since communications are so critical to the success of financial management personnel, it is expected that the local superviso
FAT106	Cost-Reimbursement Contracting	36	1075	George Washington University -	You'll examine the special laws and regulations, such as the Cost Accounting Standards, that apply to cost-reimbursement contracts. You'll become fully familiar with the types of cost-reimbursement contracts available for use. You'lllire proven techniques for solving the problems that most commonly arise during contract formation and administration.
FAT108	Budget Analysis, Advanced (FMDP FM3B44)	40	0	Doe-Hq	Program goals and objectives; Budget concepts and terminology; Budget justifications; Reprogramming and fund control; Continuing resolution; Internal audits and audit reports.

FAT109	How the Finance Professional Contributes to the Competitive Edge	8	150	Institute of Management Accounting	Topics covered include: -How Cost Information Influences Organizational Behavior and Change -How Finance is Leading Change at The Boeing Company -Performance Measures - Indicators of Success -The Enterprise of the Future
FAT110	Accrual World	24	355	Center for Applied Financial Management	- Study basic accounting terms and concepts - Examine Legislation that has affected Federal Accounting - CFO Act of 1990 - Compare cash and accrual basis accounting - Differences between budgetary/proprietary accounts - Identify areas of potential conflict
FAT111	Cost Accounting Concepts, Federal	24	395	Graduate School, USDA	Topics covered include: -The role of managerial cost accounting -The scope and objectives of FASAB standards for cost accounting. -Concept of responsibility accounting. -Full cost and its related concepts. -Cost processes and methodological principles and concepts of activity based costing.
FAT112	Activity-Based Costing	16	295	Graduate School, USDA	Major topics include: * The entire activity-based costing process and methodology * Preparing for activity- based costing * The costing stages of activity-based costing * The advantages of activity-based costing versus traditional methods
FAT113	Performance Measurement: Practical Strategies & Information Systems That Work	8	175	Institute of Management Accounting	This course provides participants with a review of approaches for developing a practical set of organization performance measures. Emphasis is on developing reports and systems for tracking organization performance and how then to work closely with other cross- functional team members, particularly information system professionals, as new performance measures are developed and implemented.
FAT114	Performance Measurement and Reporting (FMDP CR3S11, FM3C11)	8	100	Association of Government Accountants	Topics covered include: *The Basics - Performance Measurement Terminology *Developing Performance Measures For Your Program *Collecting, Using, and Reporting Performance Information
FAT116	Federal Budgeting, Introduction to	32	485	Graduate School, USDA	Classes consist of lectures, discussions, workshops, and exercises. Specific topics include: - Overview of the Federal Budget Cycle - Budget Concepts and Terminology - Work Measurement - Budget Estimating Techniques - Cost Concepts - Standard Object Classes - Program Budgeting - Restrictions and Limitations.
FAT117	Budget Formulation (FMDP FM3B41)	32	485	Graduate School, USDA	Classes consist of lectures, group discussions, workshops, and exercises. Specific topics include: - Evolution of the Federal Budget and the Budget Cycle - Budget Concepts and Terminology - Source of Budget Data and Estimating Techniques - Object Class Data - Personnel Compensation and Benefits - Non-Personnel Object Classes - Multiple- Year and No-Year Appropriations - Full-Time Equivalent Systems.

FAT118	Government Financial Management Conference	24	495	Center for Applied Financial M	Federal Financial Systems, NPR Lab: Imprest Funds, Accounting Core Competencies, The Federal Budget Process, Audited Financial Statements, and Federal Accounting Standards Advisory Board, The New Federal Accounting Standards.
FAT119	Financial Management Workshop	24	0	Hq	Workshops included: * Accounting * Budget * Stewardship Plus presentations by key staff personnel.
FAT120	Federal Appropriations Law (FMDP FM3A01)	32	595	Graduate School, USDA	Classes consist of a combination of lectures, discussions, and workshops. Case studies are based on the condensed textbook "Principles of Federal Appropriations Law" by GAO or supplemented by recent Comptroller General decisions. Specific topics include: Nature of Appropriations Law; Life Cycle of an Appropriation; Interpretation of an Appropriation; Authorization vs. Appropriation; Availability of an Appropriation as to Purpose, Time, and Amount; Obligation of Appropriations; Continuing Resolutions.
FAT121	Nuclear Materials Control, Basics of (BAMCON)	32	0	Central Training Academy (CTA)	This course describes the basic elements of materials control programs, including administrative controls, access controls, materials surveillance, materials containment, and detection/assessment mechanisms. Also presented are specific DOE Materials Control polirequirements and guidance for implementing these elements.
FAT122	Federal Budgeting for Non-Budget Personnel	24	415	Graduate School, USDA	This course teaches the "nuts and bolts" of estimating for personnel, travel, training, contracts, and other object classes/elements of expense. It provides basic terminology and non-technical approaches to preparing an operating budapplicable to both appropriated and non-appropriated funds). It is designed for non-budget personnel including managers now responsible for budgets under the delegated "Managing to Payroll" program in the Department of Defense.
FAT123	Computer Assisted Audit Techniques	32	940	Institute of Internal Auditors	This definitive course on CAATs will provide you with data retrieval and analysis skills to increase audit efficiency. Intensive hands-on usage of multiple packages yields enormous improvement and independence to the internal auditor . . . a win-win situation. Course ou ine includes: - Promulgated Literature - Evolving Control Theory - CAATs As a Test of Controls - File Sweepers, Interrogators, Extractors: Getting Started - File Sweepers: Advanced Concepts - Computer Audit Strategies - Additional Time-SavinCAATs - Going Forward: An Implementation Plan

FAT125	Budget Analysis Workshop (Tuition Prorated) (FMDP FM3B44)	24	236	Graduate School, USDA	Major topics include: * Important budgeting principles * Developing meaningful program measures * Reprogramming and fund control requirements * How to handle internal audits and audit reports * How to conduct periodic program/resourviews
FAT126	Standard General Ledger, Understanding and Using the	24	0	The Center for Applied Financi	This course will help you chart your path through the maze of Federal financial accounting. You learn about budgetary and proprietary accounting for basic operating appropriations. This includes integration and reconciliation. You labout budgetary and proprietary accounting for reimbursable work. Your learn about accounting system requirements, tables, reports, and other accounting topics.
FAT127	Grants and Cooperative Agreements for Federal Personnel, Introduction to	24	495	Management Concepts	Major course topics include: - Legal authorities governing federal assistance programs - Program announcement/description - Application package/kit - Application for completeness - Technical review process for applications - Grant award elements which are subject to negotiation - Technical assistance on postaward administrative reequirements - audit requirements applicable to recipients of federal funds - appropriate course ofction at the end of the grant period
FAT132	Performance Based Budgeting	16	295	Graduate School, USDA	Major topics include: * Important Government Performance and Results Act (GPRA) requirements * The pros and cons of various budgeting systems * How to prepare performance-based budgets * Developing useful budget forecasting methods
FAT134	Interview Techniques in Contract Fraud	8	175	Institute of Internal Auditors	This seminar is designed to train auditors in the art and science of interrogation and interview from the suspicion stage through prosecution. This program is conducted in a format patterned after a fraud adaptation of the games "Clue." Limited lecture is followed by practical, role playing scenarios in which auditors get to test their interview techniques as they unscramble a real life case study.
FAT137	How to Prepare and Administer a Budget	8	189	SkillPath	This seminar simplifies the principles and practices for planning and implementing a budget. It gives you an understanding of the "big picture" of budgets and helps you interpret your organization's budget philosophy. It will teach you to build in contingencies and wisely plan for unforeseen circumstances, making your budget a planning tool with maximum flexibility.

FAT138	Evaluating Automated Financial Systems	24	465	Management Concepts	This three-day program help participants establish sound financial system goals, converse with technical personnel, and evaluate various system solutions. Major Topics include: * Understand the essentials of an automated financial sy* Break the language barrier between technical and non-technical personnel * Evaluate the existing system * Select system solutions * Adapt to emerging issues
FAT139	Assessing Financial Related Activities and Controls	32	485	Graduate School, USDA	Participants will develop the necessary knowledge and skills to help them evaluate financial related activities and controls in accordance with Government Audit Standards. The course details financial planning and budgeting, cash, rables, procurement, payables, property management, employee compensation and financial reporting.
FAT140	Cost Accounting Standards, Advanced	12	0	Lou Rosen/Joel Gisken	The seminar will cover such topics as; deferred compensation, cost of money, asset depreciation, allocation of home office expense, bid and proposal costs, material acquisition costs, unallowable costs, standard costs, and allocation of direct, indirect, and G&A costs. The instructor will also cover the requirements and contents of the CAS disclosure statement; explain the reqrements of each standard, and discuss any inconsistencies between the standards and GAAP. The instructor will try to focus the lectures and examples towards the M&O contractor environment whenever possible.
FAT141	Risk Data Sheet Workshop	18	0	Doe-Hq	This workshop is a review of the FY96 Risk Data development process and integrated budget process complex-wide.
FAT142	Prompt Payment Act	8	175	Graduate School, USDA	Major topics include: * The requirements of the Prompt Payment Act * What types of payments are covered under the Act * When the Prompt Payment "clock" starts * Taking discounts * Paying interest penalties * Maintaining proper, legd valid vouchers * OMB reporting requirements
FAT143	Performance Measurement: Financial/Program Evaluation	16	295	Graduate School, USDA	Major topics include: * The performance measurement process * The benefits of performance measurement * How to evaluate and report performance progress

FAT144	Nuclear Materials Management and Safeguards Systems (NMMSS) II	32	0	NNSI	Upon successful completion of this course, attendees will have gained an understanding of: Facility data reporting issues including Normal Operational Losses/Measured Discards and Accidental Losses (NOL/MD/AL), Dept. Of Defense (DOD) Mutual Defense (91C), calculating weight percent ranges applicability, and explanation of inventory differences; Financial implications associated with the data; Interpreting the DOE reporting requirements; Audit implications of data supplied to the system; The semiannual reconciliation process; Fiscal year project number conversion and monitoring.
FAT149	Cost Accounting Standards	16	90	Stan Jones, Inc./Renton, WA	At a minimum, the seminar will provide an introduction to the cost accounting standards and will cover such topics as; deferred compensation, cost of money, asset depreciation, allocation of home office expense, bid and proposal cost serial acquisition costs, unallowable costs, standard costs, and allocation of direct, indirect, and G&A costs. The instructor will also cover the requirements and contents of the CAS disclosure statement; explain the requirements of each standard and discuss any inconsistencies between the standards and GAAP. The instructor will try to focus the lectures and examples towards the M&O contractor environment whenever possible.
FAT150	Forensic Accounting, Disaster/Recovery Planning	4	48	•No Longer Offered	To focus attention on the potential for fraudulent use of accounting systems and data. This knowledge will benefit reviewers of accounting systems and those involved with systems designed in establishing controls to minimize exposure to fraud.
FAT151	Working Capital Funds	24	415	Graduate School, USDA	Major course topics include: - The goals and financial objectives of working capital funds - Unique aspects of cash and cost management - How capital investment programs function - The cycle of operations for revolving funds - Methods of cost accounting for a working capital fund - The budget process for revolving funds
FAT152	Federal Financial Management Overview	24	465	Management Concepts Inc.	Case studies and practical exercises give managers first-hand experience with financial problems and issues. Major topics help participants: - Understand the federal budgeting process - Connect budget execution with accounting - abreast of the latest developments in federal financial management

FAT153	Appropriation Law Seminar	32	575	Management Concepts Inc.	Using the General Accounting Office's Principles of Federal Appropriations Law as a reference, this four-day course applies legal reasoning to the appropriations process. The course shows how the GAO rules on the propriety of agency ditures and how the GAO's Comptroller General decisions establish a framework for an agency's fiscal operations.
FAT154	Appropriation Law Update	8	195	Management Concepts Inc.	Some of the topics included are: - What expenses are payable in connection with child car and elder-care? - What are agency liabilities under new environmental laws? - When may research be incrementally funded? - Under a ContiResolution, how much of an appropriation may be obligated? - May employees use free airline companion tickets? - What expenses are payable for recruiting of employees? - To what extent may agencies participate in charitable programs? - Are ojected cost overruns violations of the Anti-Deficiency Act? - Under what conditions may agencies install telephones in private residences? - What expenses of employee commuting may be paid? - Are licenses always personal expenses?
FAT155	Balanced Scorecard - Do you Really Know Your Score?	8	175	Institute of Management Account	Topics covered include: - Evolution of Performance Measurement - The Balanced Scorecard and Other Methodologies - Implementing Scorecards - Choosing Performance Measures - Performance Achievement-Beyond Just Measurement
FAT156	Implementing the Balanced Scorecard in Government Agencies	24	1795	International Quality and Prod	Workshops include: - The Road to the Balanced Scorecard: Getting Started - Enabling Technology for Strategic Planning, Identifying the Key Performance Levers, and Providing Feedback to the Organization - The Road to the Balanced Sard: Implementation and Realignment - Using the Balanced Scorecard as the Foundation for Successful GPRA Performance Reporting
FAT157	Budget Formulation	32	575	Management Concepts Inc.	Participants will acquire up-to-date knowledge and techniques to conform to the latest budget guidance. Major topics covered include: - Understand the role of budget formulation in the federal budget process - Apply budget guidance -erstand current OMB budget justification requirements - Understand agency formulation activities
FAT158	Nuclear Material Accountability, Basics of	32	0	Central Training Academy (CTA)	Course topics include Generally Accepted Accounting Principles (GAAP), accounting systems, calculations of accountability values, external and internal transactions, inventory requirements and physical inventories, measurement uncertainties, and reporting principles. Applicable Department guides are also addressed.

FAT159	Statistical Concepts in MC&A	24	0	Central Training Academy (CTA)	Although few MC&A professionals have a substantial statistical background, statistical techniques play critical roles in many aspects of MC&A. These roles range from basic functions (e.g., calibration) that are integral to most measurement systems, to higher level decision making functions (e.g., assessment of the significance of inventory differences). Although most MC&A professionals do not need statistical mastery, they do need to understand how statistical technology supports MC&A, when statistical analysis is needed, and how to assess the results of statistical studies.
FAT160	Budget Execution	32	575	Management Concepts	This course uses a case-study approach to show participants how to write a budget execution plan, monitor the plan throughout the year, and make adjustments dictated by changes in available funds. Major topics include: - Understand budget execution procedures - Develop an operating budget - revise the operating budget - Report execution of the budget - Follow legal and administrative controls - Relate budget execution to accounting reports
FAT162	Federal Budget Process	8	195	Management Concepts Inc.	This course identifies the four phases of the budget process; details the key budget players, their roles and relationships; explains the agency and department roles in the formulation of the president's budget; provides an overview of budget execution; and examines the audit process. This course also explores the impact of budgetary decision on the nation's economy.
FAT163	Federal Accounting, Introduction to	32	485	Graduate School, USDA	Topics covered include: * Accrual accounting concepts * The accounting cycle * Journals and journal vouchers * Accounts and ledgers * Trial balances and adjusting entries * Financial statements * Fund accounting process
FAT165	SMS Cost Estimating Validation	3	0	Mactec	Utilizing a combination of lecture, class exercise, and scenarios the participants will gain an understanding of the requirements to validate a cost estimation.
FAT170	Measurement Control Program in MC&A	40	0	CTA (Central Training Academy)	Requirements that govern the measurements and statistics used in accounting for nuclear materials. Understand DOE 5633.3A "Control and Accountability of Nuclear Materials" Be familiar with: - National standards documents and professional organizations, and with statistical concepts and terminology associated with measurement control.

FAT171	Work For Others	24	0	Doe	This course provides an understanding of DOE policy, responsibilities and procedures for budgeting, reviewing, authorizing, financial control, and oversight including monitoring of non-DOE funded projects performed under DOE contracts.k for federal and non-federal entities will be covered. In addition to statutes, regulations, and DOE orders that govern non-DOE funded work, the extent of such work within the Department, historical perspective, issues, benefits, and case studiewill be covered. The course includes legislative authorities and regulations, budgeting and appropriations process, and reviews, audits and issues.
FAT172	Governmental Auditing, Basic	40	545	Graduate School, USDA	You will learn about the personal and professional attributes necessary to be successful in the government audit environment. Lectures, discussions and exercises will provide you with an understanding of the Government Auditing Standardtypes of audits, audit evidence, the preparation of audit working papers, and audit findings and their elements. You will learn to develop and present audit findings through the use of individual and group exercises that emphasize sufficient qualitative and quantitative evidence and development of the finding for different audiences.
FAT173	Monitoring Grants and Cooperative Agreements for Federal Personnel	16	395	Management Concepts	Major course topics include: - Monitoring Techniques and Oversight Issues - High-Risk Recipients - Compliance Issues for Grant Recipients - Program Fraud and Abuse
FAT174	Accounting for Non-Accountants	16	295	Graduate School, USDA	Learn the fundamentals of government accounting, and avoid mistakes when maintaining accounts, ledgers and journals.
FAT176	Government Standard General Ledger	16	295	Graduate School, USDA	This course gives participants a solid understanding of how the government's Standard General Ledger is used, and its impact on typical accounting and reporting processes.
FAT177	MC&A Measurements, Basic of	32	0	CTA (_CentralTraining Academy)	Upon successful completion of this course, attendees will understand: - Fundamental reasons for making MC&A measurements - Basic types, applications, and limitations of MC&A measurements - Appreciation of the measurements
FAT179	Departmental Integrated Standardized Core Accounting System Training (DISCAS)	32	0	Doe-Hq	Topics covered include: -General System Overview -Database Schema -Data Items -Data Retrieval and Report Generation (includes basic training on inquiry tools Query, DataNOW, and Quiz)

FAT180	Financial Curriculum: Rates	8	265	Fluor Daniel Hanford	- Components of rates - The type of rates Labor - Continuity of Service and Overtime - Department Overhead General and Administrative - Site Wide Support Pool Oversight Material Permit - Service Pools (Support services, Internal Changes, IRM) - Bodies go
FAT182	MCS-4 Program/Management Support	16	250	Fluor Daniel Hanford	Brief overview of MCS and a detailed review of the specific functions necessary to produce creditable performance measurement.
FAT185	Mechanics of Activity Data Sheet Preparation	8	150	Quality Training and Resource	An introduction to Activity Data Sheet (ADS) process and preparation. Students will participate in hands-on and interactive exercises on the mechanics of ADS preparation, including the operation of the Environmental Planning Data Systems).
FAT186	Financial Management, Introduction to (CR3A01)	80	0	Doe-Hq	DOE Specific Information on: - Organizations - Budget Formulation - Budget Execution - Accounting - Systems -ring - Financial Review - Financial Management Developmental Program (FMDP)
FAT187	Charging Practices	8	205	Fluor Daniel Hanford	- Financial Ethics - Allowable vs. Unallowable Cost - Capital vs. Expense Determinations
FAT189	Budget Implementation/Execution	8	265	Qtrc	This course describes the process of developing both direct and indirect execution budgets, identifying key documents used in each development. It also defines the reporting requirements associated with executing an approved budget. The tools used in developing budget execution reports will be demonstrated. Using key terms associated with specific resource documentation, students will be able to categorize the resource documentation needed to begin developing an execution budget.
FAT190	Using Pay Flexibilities	32	0	National Independent Study Cent	This course teaches students what pay flexibility options they have through examples and case studies.
FAT191	Federal Accounting, Introduction to	40	225	National Independent Study Cent	Topics covered include: how to complete the federal government accounting cycle from receipt of appropriations to return of any unused appropriations, analyzing financial transactions, preparing journal vouchers, posting to the general ledger, preparing a trial balance, and preparing financial statements in compliance with federal accounting standards.
FAT192	Employee Benefit Plans I: Accounting Principles	8	120	Micro Mash	This is a computer based self study program. Topics covered include overview of employee benefit plans, types of employee benefit plans, structure of a typical plan, provisions of ERISA and the IRC, structure of a typical plan, provisions of ERISA and the IRC, reporting and accounting requirements unique to employee benefit plans, accounting considerations unique to employees, and accounting requirements applied.

FAT193	Federal Accounting, Intermediate	8	239	WSU-TC Professional Development	This course will use exercises to reinforce key concepts and to give the participants experience in the use of the tools and techniques covered. The participants will be provided with an overview of the requirement and terminology of the accounting system then will develop a series of problem solving scenarios based on federal rules and case law.
FAT194	Appropriation Law (FMDP FM3A01)	24	380	Federal Training Center, The	Ignorance of the Law is no excuse. And our Government runs by laws, regulations and Comptroller General (CG) decisions. As a Federal employee, you need to know how appropriations, regulations, administrative discretion and CG decisions are your daily duties and activities. Learn why certain kinds of seemingly normal expenditures are questionable. This course will help you identify situations warranting attention and provide a basis for dealing with them appropriately.
FAT195	Federal Appropriations Law Update	8	100	Graduate School, USDA	This course updates you on the most recent changes and offers an opportunity to revitalize your skills on key appropriations law issues.
FAT196	Budget Execution (FMDP FM3B41)	32	485	Graduate School, USDA	This course addresses fund control with an emphasis on development of financial plans and administrative requirements for reprogramming and realigning available funds. The complete sequence of events in the budget execution cycle, (including appropriations, allotments, commitments, obligations, expenditures, and outlays) will be covered.
FAT197	Financial Management, Introduction to	24	435	Graduate School, USDA	Participants will learn the major phases and primary elements in the federal budget process, know the essential principles of federal accounting. They will be able to link management, budgeting and auditing to performance measurement. They will also be able to recognize the primary requirements of financial systems and adhere to government-wide policies pertaining to cash and debt management.
FAT198	Federal Budget Process	16	295	Graduate School, USDA	Major topics include: * Historical background and the constitutional basis for the federal budget process * Deciphering budget terminology * The four phases of the budget process * The role of Congress, the President, OMB and department or agency in the budget process * Recognizing the link between the federal budget and the nation's economic health * What information is required for budget preparation * Tracking the sequence of events for budget examination and OMB review
FAT199	Business Controls for Processes and Systems	16	275	Mid-Columbia Chapter Institute	This seminar presents the new tools and trends in CSA.

FAT200	Accounting for Stock-Based Compensation	8	120	Micro Mash	This is a computer based self study program. Stock-based compensation can get tricky. Master all the nuances with this up-to-date study program. Coverage includes employee stock purchase plans, tax consequences of equity instruments, nting for fixed stock options, and much more.
FAT201	FASB Update	8	120	Micro Mash	This is a computer based self study program. This program provides a thorough, accurate update on selected FASB statements and interpretations. Detailed discussion is included on accounting by creditors for impairment of loans, accountor stock-based compensation, FASB 116, 117, 120, and 122, and much more.
FAT202	Certified Management Accountant (CMA) Review (Four Session Parts)	120	575	Micro Mash	This is a computer based self study program. This program prepares candidates for passing their CMA Exams. It trains candidates in much the same way as the eventual CMA Exam will be delivered. You'll enjoy the flexibility of studying ur own pace, and on your own schedule. You will be guided every step of the way, designing your study sessions, evaluating your work, and adjusting your study program automatically to ensure you focus your valuable study time where it is most needed.
FAT203	MC&A Measurement Programs (Correspondence Course)	24	0	Central Training Academy (CTA)	This self directed correspondence course provides participants with basic knowledge about MC&A measurement programs.
FAT204	Business Bootcamp	40	1975	Institute for Applied Manageme	This program covers everyday business practices such as accounting, finance, marketing, management, human resources, business organization, business etiquette and more. Participants rapidly learn how to analyze and fine tune tasks and prs. They gain an immediate skill and knowledge base from which they can attack their work.
FAT205	Federal Accounting Standards	24	425	Graduate School, USDA	Course topics include: Understanding statutory requirements of the Chief Financial Officer Act, the Government Management Reform Act and related legislation, Using the new reporting formats, Applying the standards for managerial, cost applementary stewardship reporting, Dealing with selected assets and liabilities, Managing direct loans and guaranteed loans, Handling inventory and related property, Recording liabilities and revenues, Meeting property, plant and equipment standards.

FAT206	Administering the Prompt Payment Act and Voucher Examination	16	355	Management Concepts	Participants will gain the ability to effectively and efficiently administer the Prompt Payment Act and the ability to reduce interest penalty payments and increase use of payment discounts. They will also gain the comprehensive knowledge necessary to manage the entire payment process and insights from numerous how-to exercises that can be used immediately within federal agencies. They will get a solid understanding of the most current policies and procedures impacting the federal payment process and the accounting profession.
FAT208	Federal Cost Accounting Concepts	24	542	Graduate School, USDA	Know the procedures for job order, process costing and activity-based costing. Understand the scope and objectives of cost accounting as prescribed by the Federal Accounting Standards Advisory Board. Apply the prescribed concepts each time you accumulate, distribute and report costs. Ensure that you have determined the full cost of a particular activity, job order or process.
FAT210	Managerial Cost Accounting: SFFAS 4	16	355	Management Concepts	Course topics include: The impact of the Chief Financial Officer's Act and other laws on federal financial management, The role and development of the Federal Accounting Standards Advisory Board, The elements of each of the current federal accounting standards, Developing managerial cost accounting procedures, The keys to determining 'responsibility segments' within an agency, How to relate agency costs to outputs and outcomes, The impact of SFFAS 4 on the latest financial reports, How to determine 'full cost of performance', Cost accounting methods, including Activity Based Costing, and How to prepare the Statement of Net Cost.
FAT211	Certified Public Accountant Review	120	695	MicroMash	This program prepares candidates for passing their CPA Exams. The exam review covers all four parts of the exam and includes objective questions, essay, long problems, and OOAF questions from recent CPA Exams. You'll enjoy the flexibility of studying at your own pace, and on your own schedule. You will be guided every step of the way, designing your study sessions, evaluating your work, and adjusting your study program automatically to ensure you focus your valuable study time where it is most needed.
FAT212	FEDERAL FINANCIAL STATEMENTS	16	355	Management Concepts, Inc.	The impact of various laws on federal financial reporting - The requirements of OMB Bulletin 97-01 - The form and content of federal financial statements - How to utilize the U.S. Standard General Ledger in preparation of financial statements - How to prepare the Statement of Financial Position, Net Cost, Financing, Custodial Activity, Changes in Net Position, and Budgetary Resources.

FAT213	PRINCIPLES OF ACCOUNTING I	32	329	Graduate School, USDA - Corres	Course topics include: elementary principles of accounting for sole proprietorship through problems and practice in journalizing, posting, preparing general and subsidiary ledgers, payroll records and procedures, closing entries and financial statements.
FAT214	PRINCIPLES OF ACCOUNTING II	32	327	Graduate School, USDA - Corres	Course topics include: accrual basis of accounting, notes payable and interest, notes receivable, bad debts, inventory valuation, property, plant, equipment, and business taxed, partnership accounting, and corporation accounting.
FAT215	PRINCIPLES OF ACCOUNTING III	32	309	Graduate School, USDA - Corres	Course topics include: departmental accounting, branch and home office accounting, manufacturing and cost accounting, financial budgeting, internal reports for management, financial statement analysis, and basic concepts of data processing systems for accounting.
FAT216	USING THE BALANCED SCORECARD	16	500	International Quality and Prod	Course topics include: What the BSC is, How to design a Scorecard that describes your strategy, How to select and design the right measures, How to formulate the BSC implementation plan, How to manage the cultural change required to execute aBSC, How to use the BSC to cascade and align strategy, How to link the annual budgeting process to the BSC, how to obtain feedback from actual results to improve strategy, and how to align training to the achievement of BSC goals and measurements.
FAT217	Federal Government Accounting I	32	192	Graduate School, USDA - Corres	This course provides study and application of basic principles and practices of accounting in federal agencies. Concepts and methods of fund control systems are also covered. Practice with basic records-obligated control, cash disbursement, object class, general ledgers, and cost ledgers is provided. Other topics include accounting for funding, processes-appropriation, apportionment, allotment, obligation, disbursement, and reimbursement, transfer appropriation, accounts-consolidated, and working fund advanced.
FAT218	Introduction to Grants and Cooperative Agreements for Federal Personnel	24	495	Management Concepts	Content: Students will discuss the legal authorities governing federal assistance programs - Develop a program announcement/description - Design an application package/kit - Review an application for completeness - Explore the technical review process for applications - Discuss grant award elements which are subject to negotiations - Practice providing technical assistance on postaward admin requirements - Discuss audit requirements applicable to recipients of federal funds - Determine the appropriate course of action at the end of the grant period.

FAT219	Monitoring Grants and Cooperative Agreements for Federal Personnel	16	425	Management Concepts	Content: Students will analyze sample progress and financial reports to identify deficiencies and potential problem areas - Discuss agency approaches to corresponding with recipients on issues such as overdue reports, implementation of special award conditions and continuation applications - Identify weaknesses in recipient internal controls through a mock site visit - Analyze scenarios illustrating recipient waste, fraud, and abuse in federal programs and determine appropriate measures to pursue - Review federal court/agency appeals board cases and inspector general to evaluate effectiveness of federal monitoring and oversight.
FAT220	Statement of Federal Financial Accounting Standards	16	355	Management Concepts	Content: Statutory requirements for federal accounting and reporting - The impact of the Chief Financial Officer's Act and other laws on federal financial management - The role and development of the Federal Accounting Standards Advisory Board - The elements of each of the current federal accounting standards - Financial Statements, presentation, and disclosure requirements - How and When to recognize revenue.
FAT222	Governmental Environment	8	295	Management Concepts	Participants will examine ways in which government entities differ from private entities, and will discuss interactions between the different levels of government and the people whom they serve - be it taxpayers, citizens or small children.
FAT223	Governmental Accounting, Financial Reporting and Budgeting	24	570	Management Concepts	Participants examine the standards under which the government financial manager performs financial accounting, reporting and budgeting functions. Participants will be taught the similarities and differences in accounting, reporting and budgeting at the federal, state and local levels.
FAT224	Governmental Financial Management and Control	16	420	Management Concepts	Participants will learn about the internal and management control process in government organizations and how this process can aid managers in meeting objectives for reliable financial and performance reporting. They will also learn about efficiency and effectiveness of organization operations, and compliance with laws and regulations.
FAT225	Introduction to Business Improvement Tools	8	0	Institute of Management Accountants	Understand the tools performance measurement, process mapping and analysis, benchmarking, industry surveys, assessments, competitive analysis, reengineering. Understanding metrics in process analysis. Looking for world-class performance. Resources for successful implementation of the tool chosen. Changing role of the management accountant.

FMD101	Rotational Reassignment - Administrative Control of Funds (CR1A01)	1	0	Doe-R1	Hands-on experience in the major aspects of procurement, travel, and miscellaneous; Record obligations and subsequent obligation adjustments; Analyze documents to assure the proper citation and use of funds; Project funding needs and anticipate funding deficiencies; Research and resolve apparent, or actual, funding violations. The details of this experience are determined by the local CF Office Director who must assure that the employee has mastered the Governmental, Departmental, and local policies and procedures associated with this function. In addition, the employee should become proficient in researching, analyzing, and interpreting appropriation law including use of the decisions of the Comptroller General.
FMD102	Rotational Reassignment - Cash Management (CR1A02)	1	0	Doe-R1	The details of this experience are determined by the local CFO/Office Director who must assure that the employee has mastered all of the processes used for receipts and disbursements through the Treasury or other entities, as appropriate. In addition, the employee should be familiar with the Treasury Financial Manual and all requirements for Certifying Officers including appropriate exposure to appropriation law and Comptroller General Decisions.
FMD103	Rotational Reassignment - Basic DOE Accounting (CR1A03)	1	0	Doe-R1	The details of this experience are determined by the local CFO/Office Director who must assure that the employee has mastered the policies, procedures, and practices associated with the accounting function. In addition, the employee should become proficient in researching accounting directives such as the GAAP Guide and in their interpretation and application.
FMD104	Rotational Reassignment - Monthly/Yearly Accounting Cycle (CR1A04)	1	0	Doe-R1	The details of this experience are determined by the local CFO/Office Director who must assure that the employee has mastered this function. Satisfaction of this requirement should result in the employee understanding all of the major tasks associated with closing activities.
FMD105	Special Work Project (commensurate with grade and experience) (CR1C01)	1	0	Doe-R1	
FMD106	College Course: Accounting Principles (FM3U02)	64	0	Doe-R1	
FMD107	College Course: Accounting Theory (FM3U04)	1	0	Doe-R1	
FMD108	College Course: Intermediate Accounting (FM3U05)	1	0	Doe-R1	
FMD109	College Course: Advanced Accounting (FM3U06)	1	0	Doe-R1	

FMD110	College Course: Cost or Managerial Accounting (FM3U07)	1	0	Doe-Rl
FMD111	College Course: Business Law (FM3U10)	1	0	Doe-Rl
FMD112	College Courses: Statistics (FM3U18)	1	0	Doe-Rl
FMD113	College Course: Computer Science (FM3U14)	1	0	Doe-Rl
FMD114	College Course: Auditing (FM3U08)	24	0	Doe-Rl
FMD115	DOE Financial Management Course (CR3A01)	80	0	Doe-Rl
FMD116	Self Study - DOE and SEN Orders (CR3S40)	48	0	Doe-Rl
FMD117	Self Study - Standard General Ledger (CR3S08)	1	0	Doe-Rl
FMD118	Appropriation Law Course (FM3A01)	24	0	Doe-Rl
FMD120	Receive Briefings on the Missions and Functions of the Local Office (CR1F01)	24	0	Doe-Rl
FMD121	Formal Review of Operations (CR1J04)	2	0	Doe-Rl
FMD122	Review of Policies and Procedures (CR1M21)	112	0	Doe-Rl
FMD123	Time Management Course (FM7M06)	8	0	Doe-Rl
FMD124	Demonstrated Experience Using PCs: Word Processing (CR1L10)	1	0	Doe-Rl
FMD125	Demonstrated Experience Using PCs: Data Base (CR1L20)	1	0	Doe-Rl
FMD126	Demonstrated Experience Using PCs: Spreadsheet (CR1L30)	1	0	Doe-Rl
FMD127	Demon. Exp. W/Know. Of The Loc. Acct. FMIS Of The Employee's Work Unit (CR1K01)	1	0	Doe-Rl
FMD128	PC Class: Word Processing (FM7H11, CR3F11)	11	0	Doe-Rl
FMD129	PC Class: Data Base (FM7H21, CR3F21)	14	0	Doe-Rl
FMD130	PC Class: Spreadsheet (FM7H31, CR3F31)	7	0	Doe-Rl
FMD131	FMIS Course (CR3F51)	1	0	Doe-Rl
FMD132	Lead On A Project Or Work Assignment (CR1Q01)	10	0	Doe-Rl
FMD133	Writing Assignments (CR1D01)	1	0	Doe-Rl
FMD134	Briefing Assignments (CR1E01)	2	0	Doe-Rl
FMD135	Writing Courses (Introductory) (FM7B11)	60	0	Doe-Rl

FMD136	Briefing Courses (Introductory) (FM7B01)	2	0	Doe-Rl
FMD137	Special Work Project (commensurate with grade and experience) (CR1C21)	976	0	Doe-Rl
FMD138	Self Study - GAO Titles (2, 6, and 7) (CR3S14)	1	0	Doe-Rl
FMD139	Self Study - OMB Circulars (A-11 and A-34) (CR3S13)	64	0	Doe-Rl
FMD140	Self Study - Treasury Financial Manual (CR3S19)	1	0	Doe-Rl
FMD141	Self Study - Appropriation Law (selected chapters) (CR3S01)	32	0	Doe-Rl
FMD142	Self Study - Government Fund Accounting (CR3S32)	1	0	Doe-Rl
FMD143	Self Study - Intermediate DOE Accounting (CR3S30)	1	0	Doe-Rl
FMD144	Self Study - Work For Others (CR3S21)	1	0	Doe-Rl
FMD145	Self Study - Collections (other than debt) (CR3S50)	1	0	Doe-Rl
FMD146	Self Study - Pricing (CR3S23)	1	0	Doe-Rl
FMD147	Self Study - Transfers (CR3S20)	1	0	Doe-Rl
FMD148	Self Study - Construction Process And Capitalization Criteria (CR3S26)	80	0	Doe-Rl
FMD149	Self Study - Work Authorization System (CR3S22)	2	0	Doe-Rl
FMD150	Budgeting Experience Through Details, Spec. Projects, Task Forces, etc. (CR1Z21)	780	0	Doe-Rl
FMD151	Exp. In The Rev. Of M&O Operations (for Offices w/ M&O contractors only)	180	0	Doe-Rl
FMD152	Demonstrated Exp. In The M&O Cntrctr's Fncial Mgt. Org., etc.(CR1R61)	104.3	0	Doe-Rl
FMD153	Participate In A Leadership Role In A Formal CFO Review	312	0	Doe-Rl
FMD154	Problem Solving Course (FM7M04)	2	0	Doe-Rl
FMD155	Flow Charting Course (FM3F01)	24	0	Doe-Rl
FMD156	CFO Performance Measurement (CR3S11,FM3C11)	8	0	Doe-Rl
FMD157	Review Of Policies And Procedures (CR1M22)	100	0	Doe-Rl
FMD158	Review Of GAO/IG Audits For Assigned Areas For Impacts (CR1J81)	80	0	Doe-Rl
FMD159	Management Of Work Projects (FM3M02)	2	0	Doe-Rl
FMD160	Dev. User Req. For The Loc. FMIS Or Other Sign. ADP Sys & Test Changes(CR1K21)	1	0	Doe-Rl

FMD161	Lead On A Project Or Work Assignment	200	0	Doe-Rl
FMD162	Participate In Personnel Selections (CR1P21)	1	0	Doe-Rl
FMD163	Act in Absence of Supervisor (CR1Q21)	2	0	Doe-Rl
FMD164	Writing And Reviewing Personnel Documents (PD's, standards, etc.) (CR1P22)	1	0	Doe-Rl
FMD165	Leadership Development Course (FM7L01)	8	0	Doe-Rl
FMD166	Writing Assignments (CR1D41)	1	0	Doe-Rl
FMD167	Briefing Assignments (CR1E41)	2	0	Doe-Rl
FMD168	Plan And Conduct Meetings	100	0	Doe-Rl
FMD169	Interpersonal Relations Course (FM7H71)	2	0	Doe-Rl
FMD170	Rotational Reassignment - Budget Formulation (CR1A41)	2	0	Doe-Rl
FMD171	Rotational Reassignment - Budget Presentation And Justification (CR1A42)	2	0	Doe-Rl
FMD172	Rotational Reassignment - Budget Execution (CR1A43)	2	0	Doe-Rl
FMD173	Rotational Reassignment - Budget Review, Analysis And Validation (CR1A44)	2	0	Doe-Rl
FMD174	Special Work Project (commensurate with grade and experience) (CR1C41)	2	0	Doe-Rl
FMD175	Self Study - Budget Validation (CR3S03)	2	0	Doe-Rl
FMD176	Reading Assignments From Technical/Trade Publications (CR3S05)	2	0	Doe-Rl
FMD177	Perform Mid-Year Budget Review Of Assigned Programs (CR1J41)	8	0	Doe-Rl
FMD178	Perform Analysis Of Budget And Make Recommendations To Supervisors (CR1J42)	2	0	Doe-Rl
FMD179	Attend Program Briefings (CR1F21)	4	0	Doe-Rl
FMD180	Dem. Exp. W/Knowledge Of The Loc. Bud. FMIS Of The Employee's Work Unit(CR1K02)	2	0	Doe-Rl
FMD181	Presentation And Justification Of A Budget To Supervisors (CR1E02)	2	0	Doe-Rl
FMD182	Writing Courses (Introductory) (FM7B11)	55	0	Doe-Rl
FMD183	Briefing Courses (Introductory) (FM7B01)	33	0	Doe-Rl
FMD184	Special Work Project (commensurate with grade and experience) (CR1C61)	2	0	Doe-Rl

FMD185	Self Study - Budget Presentation & Justification (CR3S02)	2	0	Doe-Rl
FMD186	Accounting Exp. Through Details, Special Projects, Task Forces, etc. (CR1Z61)	2	0	Doe-Rl
FMD187	Formal Budget Reviews (CR1F22)	80	0	Doe-Rl
FMD188	Perform Mid-Year Budget Review Of Assigned Programs (CR1J51)	2	0	Doe-Rl
FMD189	Perform Analysis Of Budget And Make Recommendations To Supervisors (CR1J52)	2	0	Doe-Rl
FMD190	Participate In A Major System Acquisition Review (CR1J61)	2	0	Doe-Rl
FMD191	Course Presenting Statistics Using Graphs (FM3G23)	2	0	Doe-Rl
FMD192	Special Work Project (commensurate with grade and experience) (CR1C81)	2	0	Doe-Rl
FMD193	Part. In The Bud. Processes(Field, PSO, IRB)(for CFOs & Bud. Mgrs. only)(CR1J53)	2	0	Doe-Rl
FMD194	Ethics Course (FMDP FM7E31)	2	0	Doe-Rl
FMD195	Conferences And Seminars: Current Financial Management Issues (DL4A & DL4E**)	24	0	Doe-Rl
FMD196	Conferences And Seminars: Current Trends In Accounting (DLRD**)	2	0	Doe-Rl
FMD197	Conferences And Seminars: CFO Annual Conferences (DLRA92)	2	0	Doe-Rl
FMD198	Project Management (FM7P30)	60	0	Doe
FMD199	Receive Briefings By Senior Program And/Or Project Manager (CR1F03)	2	0	Doe-Rl
FMD200	Decision Making Course (FM7D24)	2	0	Doe-Rl
FMD201	Lead Or Be An Active Participant In Strategic Planning (CR1Q81)	2	0	Doe-Rl
FMD202	Self Study - Current Trends In Supervision And Management (CR3S09)	2	0	Doe-Rl
FMD203	Mission Of The CFOs At DOE (CR3C01), The	2	0	Doe-Rl
FMD204	Team Building Course (FM7M08)	2	0	Doe-Rl
FMD205	Plan And Conduct Executive And Staff Briefings (CR1E82)	2	0	Doe-Rl
FMD206	Effectively Communicate With Senior Officials From Outside The Depart. (CR1E84)	2	0	Doe-Rl
FMD207	Effectively Communicate With Senior Officials At DOE Headquarters (CR1E85)	2	0	Doe-Rl
FMD208	Negotiations Course (FM7N31)	2	0	Doe-Rl
FMD210	Stress Management (FM7M20)	0	0	Doe-Rl

FMD211	Review of Operations Vulner. Assmnt. (CR1J01)	0	0	Doe-RI
FMD212	Toastmistress (DL3C02)	54	0	Doe-RI
FMD214	Self Study General Publication Readings (CR3S04)	0	0	Doe-RI
FMD215	Bachelor's Degree (DL1B02)	2	0	Doe-RI
FMD216	Typing Skills (FM7B21)	0	0	Doe-RI
FMD217	Assignment: Administrative Control of Funds (CR1A11)	2	0	Fmdp
FMD218	Assignment: Cash Management (CR1A12)	2	0	Fmdp
FMD219	Assignment: Payments Management(CR1A15)	2	0	Fmdp
FMD220	Assignment: SF224 Statement of Transaction (CR1A16)	2	0	Fmdp
FMD221	Voucher Examining Course, Introduction to (FM3T31)	2	0	Fmdp
FMD222	Self Study: Introduction to Financial Management Reference Material (CR3S16)	2	0	Fmdp
FMD223	Participate in at least one formal review of operations (CR1J2*)	2	0	Fmdp
FMD224	Review of local financial management policies and desk procedures (CM1M11)	2	0	Fmdp
FMD225	Demonstrated Experience Using PCs: Hard Disk Management (CR1L41)	2	0	Fmdp
FMD226	Dem. Exp. W/& Knowledge of the local Accntg. FMIS (DISCAS, FIS, etc.)(CR1K11)	2	0	Fmdp
FMD227	Computer Training: PC Introduction (CR3F01)	2	0	Fmdp
FMD228	Computer Training: HP Query or Equivalent (CR3F71)	2	0	Fmdp
FMD229	Computer Training: Spreadsheet (CR3F31)	2	0	Fmdp
FMD230	Computer Training: Word Processing (CR3F11)	2	0	Fmdp
FMD231	Computer Training: Introduction to Local Computer System (CR3F57)	2	0	Fmdp
FMD232	Writing Assignments (FMDP CR1D11, CR1D01)	2	0	Fmdp
FMD233	Assignment: Monthly/Yearly Accounting Cycle (CR1A14)	2	0	Fmdp
FMD234	Special Work Project (commensurate with grade and experience)(CR1C11)	2	0	Fmdp
FMD235	Certifying Officers Workshop (FM3T01)	2	0	Fmdp

FMD236	Review of Local Financial Management Policies and Desk Procedures (CR1M12)	2	0	Fmdp	
FMD237	Dem. Exp. W/& Knowledge of the Local Accounting FMIS (DISCAS, FIS, etc.)(CR1K12)	2	0	Fmdp	
FMD238	Computer Training: Database (CR3F21)	2	0	Fmdp	
FMD239	Writing Assignments (CR1D12)	2	0	Fmdp	
FMD240	Effective Verbal Communication (CR1E11)	2	0	Fmdp	
FMD241	Complete An Effective Supervision Seminar (SMC03)	16	0	Doe	
FMD242	A Course in Constructive Conflict Resolution (FM7H71)	24	0	Usda	
GAT103	Budget Justification and Presentation	32	415	Graduate School, USDA	This course introduces participants to principles of effective budget justification writing and presentation. The focus is on analysis of budget submissions and preparation of narrative descriptions. Participants will be required to re justifications based on the description of programs and budget requests.
GAT104	Jump Starting High-Performing Teams	16	295	Graduate School, USDA	Topics covered include: * The characteristics of high-performing teams * Skills for "straight up" responding and effective listening * How to identify complimentary personalities and take advantage of their strengths * Collectively deng methods to improve team performance
GAT105	Listening and Memory Development	16	265	Graduate School, USDA	Major topics include: * How to improve your memory using imagery and association * Key questions that encourage other to share thoughts and ideas * Techniques for listening and sorting information * Creating categories to retain infoon * Tips for remembering people, facts and ideas quickly
GAT106	Constructive Conflict Resolution (FMDP FM7H71)	24	395	Graduate School, USDA	Topics covered include conflict as a predictable process, the effectiveness of different approached to conflict, positive consequences of win/win conflict strategies, managing conflict in the areas of active listening, effective feedbnd creative problem solving.
GAT107	Facilitating Work Teams	24	395	Graduate School, USDA	Learn to identify and understand the behavior styles of your team members and how to apply quality improvement methodologies. This workshop emphasizes both team dynamics and process improvement methodology with "hands-on" exercises that illustrate these concepts.
GAT108	Dealing with Angry Customers	8	135	Graduate School, USDA	This course will help you learn how to deal more effectively with some of the more "challenging" people in your life. The skills work well whether you are dealing with bosses, coworkers, employees, or the public.

GAT109	Leadership Skills for Non-Supervisors	16	265	Graduate School, USDA	Major topics include: * Skills for handling a variety of personalities * Effective delegating techniques * Overcoming conflict * Building cooperative teams * Increased self-awareness of your primary leadership style
GAT110	Managing Your Emotions in the Workplace	8	79	CareerTrack	This innovative seminar gives you a powerful psychological system for dealing with workplace change and the stress that goes with it. If you ever Blow up, Break down, or Wimp out . . . this training will help you develop the steady self-control that people respond to and respect.
GAT112	Proofreading	16	265	Graduate School, USDA	Major topics include: * How to punctuate correctly * Review of rules for capitalization and abbreviations * Methods of proofreading, including fold-over, line-by-line and partnering
GAT113	Writing Effective Letters	24	365	Graduate School, USDA	Principles of Effective Writing; Writing for Various Audiences; Using Appropriate Tone in Writing; Techniques for Planning and Organizing Written Information.
GAT116	How to Manage Conflict, Anger, and Emotion	8	99	Fred Pryor	Lessons include: * How to uncover "hidden" resentments and learn what's really bugging you or others * Understand the "escalation scale" and prevent disagreements from turning into arguments * 3 special situations where you'd avoid a confrontation at all costs * The secret to keeping poise and control when everyone around you loses it * How to transform the negative energy of anger into a positive, productive force ("channeling") * How to relax - quick. 5 minutes is all you need to relieve the tension and anxiety of conflict. * How to respond to "put-downs" - you'll keep your self-esteem intact without making the situation worse, and much more.
GAT117	Conflict Management and Confrontational Skills	8	99	Fred Pryor	This seminar presents an innovative, solutions-driven approach to the inevitable conflicts that arise at work and at home. You'll discover practical, proven alternatives that you can harness in the most difficult, frustrating situations
GAT119	Mid-Career Retirement Planning (Tuition Prorated for on-site offerings)	16	335	Graduate School, USDA	Topics include: * Retirement benefits under CSRS and FERS * Estimating your Social Security benefits * Investing for financial security * Developing realistic career plans * Planning for estates and wills
GAT120	How to Deliver Exceptional Customer Service	8	99	Fred Pryor	Major course topics include: - The vital role of all customer-contact personnel - How to deal with complaints and angry customers - The critical art of listening - Building customer goodwill - Smart techniques for better communication - How to use teamwork as a powerful force - Winning telephone techniques

GAT121	Getting Organized - Fast	4	59	CareerTrack	This half-day workshop will help you create a clutter-free work environment. How to organize your desk, schedule, and workload - and be more productive than ever.
GAT122	Thinking Outside the Box	8	139	National Seminars Group	When doing things 'the same old way' isn't giving you the results you need, this action-oriented workshop will show you new ways to find innovative answers, tap into your own resources and make better decisions.
GAT123	Valuing Diversity	8	210	WSU-TC Professional Development	This course is a response to the challenges created by today's diverse workforce. You will be introduced to the factors inherent in communications within your current diverse workforce; allowing you to assess and improve your own communications knowledge and skill levels. The course provides information on the specific conditions and benefits that diversity entails. It is systematic, specific and skill-oriented, and is accomplished by learning and practicing skills that address lemmas such as inappropriate humor, stereotyping, and exclusive group processes.
GAT124	Sanity & Survival on the Job	16	255	WSU-TC Professional Development	Key components in situational coping problems; individual coping triggers and tolerance levels; learned reactions and responses to environmental events; impact of values, goals, roles, and relationships in creating ineffective coping responses; appropriate and useful coping techniques; management, proactive planning for coping; behavioral rehearsal of techniques; creating a sane internal environment.
GAT125	Beyond Bashing	3	0	John E. Foley, PhD	This course covers steps that white males might take to begin the journey from anger, frustration, and paranoia to full, positive participation in the richly diverse workplace of the future.
GAT126	Exceptional Assistant, The	8	89	Fred Pryor	Major course topics include: - Your job versus your career - Key communication skills that get results - How to manage yourself and your time - How to build a great team with your boss
GAT127	Anger Management	16	240	Lutheran Social Services	Topics covered include: -Definition of Anger -The Anger Curve -Triggers - Physical Changes That Alert You To Anger -Feelings Behind Anger -Self Talk -Role of Your Family Origin in Your Anger -Chemical Use and How It Affects Anger -Develop Your Own Anger Management Plan -Demonstrate Understanding As It Applies To You
GAT129	Speed Reading (CBT)	32	125	Graduate School, USDA	Course topics include: - Increasing your basic reading speed - Raising your rapid reading speed

GAT130	Adding Creative Thinking to your Problem Solving	16	340	WSU-TC Professional Development	Tapping imaginative reasoning; paying attention with a hard or soft focus; finding how your psychological make-up affects creative thinking; identifying the two contrasting modes of processing information; uncovering the role of intuition; using sounds, sights, and body responses as imagination triggers; launching the creative process; following the four-step creative cycle; blending the irrational with the rational; enhancing creativity techniques; adapting or inventing solution spurring creative thinking in meetings; breaking mindsets with stroking, calming, and accessing; overcoming innovation killers; fostering and managing a creative thinking atmosphere.
GAT132	Personal Stress Management	12	260	Quality Training and Resource	Stress theory; deep muscle system relaxation; visualizing personal goals; food and mood: nutrition and energy level; personality style and stress; biofeedback; social network factors and stress; self-care and cognitive self-care for management of worry and depression; goal-setting and affirmation; personal stress management plan.
GAT133	Hanford General Employee Training	4	100	Fluor Daniel Hanford	HGET covers a broad spectrum of general employee training topics, such as: Basic Industrial Safety, Radiation Safety, Security (including Computer and Escort Security), Quality Assurance, Total Quality, Quality Improvement, Procedure Change, Employee Concerns, Drug Abuse, and Hazards Communication. Also, specific facility orientations are available as required.
GAT134	Clear Writing I	16	260	WSU-TC Professional Development	Building confidence and "good" writing; resisting pressures that lead to gobbledegook, spoken English as a basis for confidence in writing; defining what is "good writing"; organizing ideas quickly and effectively; using the "planning sheet" and "shuffle raft"; writing paragraphs to make key ideas easy to spot; building bridges between paragraphs; shrinking sentences to readable size, punctuating to prevent confusion; seven "word-focus" faults for reviewing and revising; Measuring reading difficulty with the fog index.
GAT136	Indispensable Assistant	8	99	SkillPath	Focused on teaching organization, motivation, independent workmanship, ability to handle pressure of multiple tasks, deadlines and bosses.
GAT137	Customer Service Excellence	816	265	Fred Pryor	Major topics include: * How to handle difficult customer interactions * Who your internal and external customers are * How to take advantage of all the techniques available to enhance customer service * Strategies to ensure survivality in your organization * Responding to your customer's needs and critical issues

GAT138	How to Manage Projects, Priorities & Deadlines	8	99	National Seminars Group	- New ways to organize yourself - Focusing on priorities - Doing first things first - Juggling multiple jobs - your best success secrets - Powerful people skills for project leaders - Beating the stress of overlapping projects, deadlinesanging direction
GAT140	Clear Writing II	16	260	WSU-TC Professional Developmen	The course begins with a brief review of the basic clear writing principles. The instructor will then introduce each writing area listed below with demonstrations and examples. Working from the examples, class members will begin mond practice in that area, applying the principles to their own projects. "Monitored practice" will include feedback from the instructor, other class members, and a writing partner. Writing areas: organization, expression, paragraphs, sentences, rds, punctuation, editing, style and tone.
GAT141	Grammar 1000: Punctuation	16	245	WSU-TC Professional Developmen	Study all the rules of punctuation for: apostrophe, asterisk, colon, comma, dash, diagonal, ellipsis marks, exclamation point, parentheses and brackets, period, question mark, quotation marks, semicolon, underscore; review proper spbefore and after punctuation marks.
GAT144	General Supplies Requisitions - GEN-001	4	0	Fluor Daniel Hanford	Topics include an introduction to the new Passport Business System processes necessary to generate a purchase requisition, overview of system basics, purchase requisitions, contract requirements, AAA's, MSDS printing and viewing, and Introduction to the Hanford Business Structure.
GAT146	TimeQuest Seminar (FM7M06)	8	174	Franklin Quest	Increased Personal Productivity: It shows you how to examine your personal values, set long-range and intermediate goals, and plan your daily activities to accomplish what's most important to you. The seminar gives you the trainingthe tools to put you in control of the events in life.
GAT148	Clear Writing for NEPA Specialists	24	795	Shipley Environmental	Participants learn how to plan/scope the writing process for a NEPA document including how to present technical information and graphics. They also learn review skills to ensure document effectiveness, clarity, and accuracy.
GAT149	FFTF Orientation	0	0	Fluor Daniel Hanford	The orientation provides an overview of the site and the specific health and safety requirements.
GAT152	Grammar 2000: Spelling	16	257	WSU-TC Professional Developmen	About spelling yesterday and today; hints and mnemonic devices for spelling correctly; the 2000 most misspelled and mistyped words; words that begin with: al, dif, dis, dys, mis; words with ie/ei; words that double the final consonantreviations that are made plural; words that are made plural; words that are plural of compound terms; The use of "a" and "an" before words; foreign spelling differences.

GAT153	Anchors Away Casting Off Apathy, Anger, Stress, and Anxiety	8	135	EXITECH Columbia Corporation	Provides initial training for all building wardens on their responsibilities as outlines in DOE/RL-94-02.
GAT154	TimeQuest - Value-based, Whole-life System of Time Management	8	155	Franklin Quest	This seminar combines a world-class planning tool with timeless management skills. The results are more than just improved time management, they are core, life changing benefits of life management - the ability to convert principles, es and goals into action!
GAT155	Stop Worksite Violence and Discord	8	135	Fdh	The Project Reporting & Information course report has been developed to help users understand the location and contents of the various new reports. This course is designed to demonstrate use of the reporting tools available and their clities, show which reports can be accessed through which tools, communicate anticipated short and long-term enhancements to the tools, and inform the students about where to go for further information.
GAT157	Conflict Management	16	340	WSU-TC Professional Developmen	Based on the book, Conflict Management, by RJ Mayer, this course will provide the participants with a thorough understanding of how conflicts develop, as well as how the management of conflict is the key to positive relations hips. Learn to identify the various ways we an be prone to unnecessary conflicts and what we can do to alleviate or eliminate them. This awareness leads to learning how to prevent, deal with, and resolve interpersonal conflict without intersol confrontation. Self-management enables us to consider our conflicts and potential conflicts as springboards toward the achievement of personal and professional potentials.
GAT159	Facilitator Workshop	32	525	Graduate School, USDA	Course topics include: - The importance of interpersonal relationships in groups - The stages of group development - How to use appropriate methods of intervention - Your own style and natural capabilities as a group facilitator - Hlisten and provide feedback effectively - Running productive efficient meetings - Managing group conflict - Optimizing group performance
GAT160	Facilitation Mastership Workshop	24	150	IMPAQ/FDH - POC Diana Taylor 3	Course topics include: - Empowering Individuals and Teams - Overcoming Inner Barriers to Success - Self-Mastery - Building Team Spirit

GAT161	Grammar 3000: Vocabulary & Word Usage	16	245	WSU-TC Professional Development	Measure the extent and level of your vocabulary; Decode words by studying prefixes, roots, and suffixes; Recognize the business necessity of building a good working vocabulary; Discuss how and why new words, phrases, and euphemisms are created; Identify words that confuse because they look or sound alike. Discuss techniques for building a strong working vocabulary; Discuss subtleties, nuances, and shadings of words and their meanings; Identify reader needs in terms of word meanings and clarity; Discuss word usages.
GAT162	Facilitator Training	24	0	Doe-RI	Will provide participants with a highly interactive learning environment intended to enhance and expand skills and competencies of facilitators. Participants will receive an overview of facilitation and its practices, as well as advance facilitator skills. Opportunities to further develop current skills essential to effectively and creatively facilitate team meetings and process improvements teams will be provided.
GAT164	Facilitation Skills Tools	16	400	Quality Training and Resource	This course provides the student with a rudimentary understanding of the nature and skills of facilitating effective meetings. Topics covered include: Background information, Five ingredients of an effective meeting, When to have or not to have a meeting, Types of meetings, Readiness for change formula, Group members' roles, Meeting management, 7 steps to solving problems.
GAT165	Principle Centered Leadership Symposium	20	195	Covey Leadership Center	- Surviving as a Change Agent in Your Organization - Changing Impact - How to Research Bottom-Line Results of Training - Maintaining the Momentum - How to Link Training to Ongoing Strategic Initiatives - Principles/Values - Teaching the Cst - Synergy - The
GAT166	How to Write KSA's and Advance your Federal Career	8	225	Graduate School, USDA	You will distinguish yourself from the crowd by writing strong KSAs, Addressing specific KSA requirements, Identifying exactly what the rating specialist is looking for. You will learn to tailor your KSA description to the requirements of the position, bridging your career experience with the position you seek, and presenting a relevant written response to each KSA.

GAT167	Showcase Educational Courses(Dealing with People, Access, Managing Time	2.5	0	WSU -Professional Education	WSU Professional Education will be showcasing a sampling of courses free to the public. Dealing With People:Increase Communication -Deal with Energy-Depleting and Difficult People - Resolve Conflicts and Handle Resentments. Working with Access:Examine the pros and cons of Access vs Excel to determine what program suites your needs. Managing Your Time:Change your Perceptions about Time - Prioritize work tasks and play tasks to get more done - Recognize the difference between Time Management and Time Control.
GAT168	Conflict Management Skills for Women	8	99	SkillPath	You'll gain a new perspective on conflict. You'll learn the importance of valid feedback. You'll learn how to give it and how to benefit from it yourself. You'll find better ways to control your own anger and emotions, and learn how to deal with others' anger and emotions.
GAT169	DOE Regulatory System Awareness	4	0	Doe-Hq	This course will present information on the content and application of issued Rules and proposed rule making across the DOE complex, and how these initiatives affect DOE and its contractors. The course will also cover the implementatf the "New Rules".
GAT170	Privatization	16	825	Federal Publications Program	Transportation facilities, environmental projects and cleanup, building & economic development, health care, energy facilities, military housing, financial services, telecommunications, schools, and more. Proven techniques for Federavatization ventures. Financing techniques for each type of venture. Due diligence. Government partnerships with private developers for State and local transactions. International privatization transactions, opportunities, project financing, agreements and due diligence considerations.
GAT171	Moving Through Change Facilitator Training	3	0	Strategic Alignment Implementa	The Senior Executive Service staff of each Departmental Element will be trained to deliver "Moving Through Change" to the employees of their organizations thereby providing a forum for management to provide information on change in thanization, answer broad-impact type questions, and action plan the continuing communications process. Departmental Elements are expected to form teams of Senior Executive Service staff to be trained at headquarters and field sites between August , and September 28, 1995. "Moving Through Change" must be cascaded by all Departmental Elements to their employees by October 31, 1995.

GAT173	Peer Powered Teams (Tuition Prorated)	36	0	The Empowerment Group	This is a specialized training using an experiential interactive format emphasizing peer influence, role modeling and emotional congruency to form productive job relationships and work teams. This unique engaging process overcomes typbarriers to learning and on-the-job application.
GAT174	Managing Multiple Priorities	8	0	Graduate School, USDA	Topics covered include how to set goals, track your progress and keep from falling behind, prioritize multiple assignments, delegating skills, arranging your work space to become more productive, managing paper, and handling professional challenges with confidence.
GAT175	EEO Practitioners Forum	16	395	Public Administrative Forum	Topics to be included: Sexual harrasment post Paragher and Ellerth, The Agency duty to accomodate individuals with disabilities, Effective uses of shared neutrals, Complaint processing, Compensation damages, Broadening you equal opportunity knowledge an overview of title VI, ADR/EEO issues, Strategies for diversity: Going from awareness to changing the workplace
GAT177	Grammar 4000: Capitalization, Numerals, Abbreviations, Compounds, Word Division	16	245	WSU-TC Professional Developmen	Abbreviations and acronyms; spacing, punctuation, and capitalization; personal, national and international organization names; compass points; measurements; chemical/mathematical expressions or symbols; days, months, years, time, and time zones; general, foreign, and miscellaneous expressions; capitalization; proper and common names of people, titles, places, and organizations; literary and artistic works; races, languages; religious, academic, or legal references; sentences after a colon, with an opening dash, with an opening parenthesis, and with an opening quotation mark; numbers (figure and word style); compounds and hyphenations; nouns, proper names, verbs, adverbs/adjectives; participl; one or two word choices; word divisions; basic rules and preferred practices for word groups and syllabication.
GAT180	Creating and Maintaining Organized Files and Records	8	70	National Seminars Group	Major topics include: * Filing and organization "musts" * Turning piles into files * Making sense of nonsense * Maintaining control * Tools of the trade * Computer files and the paperless office
GAT181	Grammar 5000: Sentence & Paragraph Structure	16	245	WSU-TC Professional Developmen	Identify reader needs; recognize parts of speech; analyze subject and verb agreement; thought subordination, rhythm, parallelism, transition, and tone; sentence structure; components, patterns, problems; recognize functions of phraseclauses; discuss the four kinds of sentences; analyze sentences for faulty construction; how to write summary paragraphs.

GAT182	Instructor Training	40	545	Graduate School, USDA	This course includes lecture, group exercises, discussions, and individual presentations covering the following topics: Writing Instructional Objectives; Learning as an Adult; Analyzing Your Audience; Planning Group Participation; Various Methods of Instruction; Using Audio-Visual Aids; Developing Lesson Plans: Content and Design.
GAT183	Landmark Advanced Course	32	600	Landmark Education Corporation	The Landmark Advanced Course provides an opportunity to create a future - a future that has a surprising impact on the quality of life in the present. This future does not merely change our actions or give us new choices. It gives a completely different quality to life in the present - a quality of real freedom - a freedom to live powerfully now. It allows life to be lived with a power derived from what is possible, not from what is predictable. This course is as much fun as it is powerful. It includes one-on-one coaching, audio/visual presentations, individual work in front of the room, and hands-on practice in reshaping your environment to be consistent with your vision.
GAT185	Pre-Retirement Planning (Tuition Prorated for onsite offerings))	24	425	Graduate School, USDA	Major topics include: * Obtaining health benefits and life insurance, Social Security and Medicare * Planning financial, tax, legal and estate issues * Using time for leisure, volunteering and work activities * Choosing a place ve * Personal, health and psychological issues
GAT187	Grammar and Usage Seminar, The	8	125	Fred Pryor	Students will learn * The building blocks of language * The punctuation challenge * How do you spell that? - quick guidelines and reliable spelling rules * Answers on capitalization * Common mistakes and language "taboos" * Grammar he business communicator
GAT188	EEO Counseling, Basic	32	495	Graduate School, USDA	This course includes workshops, discussions and role plays covering the following topics: Overview of EEO in the Federal government; Definition of Title VII Discrimination; Discrimination Complaint Regulations and Procedures; Rolen EEO Counselor; Counseling Techniques; Conducting the Informal Inquiry; Attempting Resolution of Complaints; Writing the EEO Counselor's Report.
GAT189	EEO Counseling, Advanced	24	415	Graduate School, USDA	This advanced course emphasizes Title VII analysis of allegations of discrimination and explores methods to attempt informal resolution of EEO complaints. It is suitable, also, as a refresher to update the knowledge of experienced EEnselors. Upon completion of this course, participants should be able to identify, define and analyze EEO issues and bases by applying the principles of Title VII analysis and attempt resolution of EEO complaints.

GAT190	Conquering Workplace Negativity	8	199	CareerTrack	You can learn how to identify and control the counterproductive effects of workplace negativity and its influences on your organization, your team, and yourself.
GAT192	Shortcuts to Creating and Maintaining Organized Files and Records	8	139	National Seminars Group	Course topics include: - Filing and Organizing Musts - Turning Piles into Files - Making Sense of Nonsense - Maintaining Control - Tools of the Trade - Computer Files and the Paperless Office
GAT193	Assertiveness Skills	16	265	Graduate School, USDA	Major topics include: * How to create and foster a harmonious work environment * Taking steps for effective communication * Listening skills to clue you in on other's motivation * Coping with passive, aggressive and assertive behavior in others * Handling criticism and complaints from others in constructive ways * Spotting barriers that prevent effective communication
GAT195	EEO...Its Place in the Federal Government	24	125	Graduate School, USDA (Indepen	Major topics include: - Protected Classes - Affirmative Employment Programs - Sexual Harassment - The Uniform Guidelines on Employee Selection Procedures - The Federal Equal Opportunity Recruitment Programs
GAT198	Dealing with Conflict & Confrontation	8	79	CareerTrack	Why conflict is inevitable, and a fresh, positive way to look at it; The 2 primary reasons conflict occurs (and how to see them coming); Why people become enemies, and how to break the behaviors that lead us there; When conflict is goways to use conflict to actually benefit you and your organization; When conflict is bad: the 5 levels of escalation and how to stop each from intensifying; How to determine if the "conflict" is really just a misunderstanding; The best ways to deal with intentional conflict behavior, such as back-stabbing, lying and sabotage; What to do when someone refuses to discuss the issue and what not to do); The least productive way to deal with conflict (and how to protect yourself if someone tries it on you); The advantages (and dangers) of offering "if/then" propositions; When avoiding a conflict may be your best alternative; Thbest way to balance being firm with being negotiable.
GAT199	How to Handle Difficult People	8	69	National Seminars Group	The 10 classic types of difficult people - Proven techniques for dealing with each type of difficult person you'll encounter - Five dangerous misconceptions about opening the lines of communication - How to stay in control when thinggetting hard to handle - A method for using your anger as a powerful and positive tool - Finding and eliminating the root of the problem in any conflict - How to neutralize negative feelings after a difficult encounter; - Dealing with potentially difficult situations before they get out of hand.

GAT206	Practical Statistics	30	120	NISC, Graduate School, USDA	Practical Statistics acquaints the students with the statistical functions of collecting, analyzing, presenting, and interpreting data. The course presents four main topics: organization of statistical data, computation of measurements of central tendency, measurement of dispersion, and presentation of data through graphs and charts. Students gain an understanding of the fundamental concepts of statistics.
GAT208	PEOPLE SKILLS: WORKING EFFECTIVELY WITH OTHERS	8	259	WSU-TC Professional Development	Learn how to recognize common barriers to communication and how to overcome them, respond to non-verbal behavior effectively, handle your own and others' feelings appropriately, apply listening skills to solve problems and strengthen relationships, choose appropriate listening responses, and handle criticism non-defensively.
GAT209	Becoming a Team Player	8	135	Management Concepts Inc.	This session focuses on the development of team spirit and the basics of group processes. Major topics include: - Defining a Sense of Team Spirit - Playing a Role in Group Process - Communication Within the Team - Coping With Ch
GAT211	InfoMastery	8	225	WSU-TC Professional Development	Incoming missiles: exploding in-baskets; InfoMastery workshop: bare bones template design; people problems: dispelling sudden storms; Q-Card workshop: tools for calming confrontations.
GAT214	Seven Habits of Highly Effective People (FM7H71, FM7M06)	32	90	Doe-RI	- Circle of influence - Identify mission and values before setting goals - Manage their time and resources - Negotiate agreements tracts from a win-win - Employees & managers can enhance their relationships - Value the differences
GAT216	Teamwork in a Rapidly Changing Environment	16	295	WSU-TC Professional Development	What team building is and how to do it; diagnosing problems that plague teams; recognizing team level development; what to expect in each stage of team development; moving your team to stage four productivity; the manager's role in performance; building cohesiveness and cooperation in your team; practicing process observation and other team-building strategies; developing shared leadership efforts in your team; group decision making and problem-solving skills; the relationship between total quality and team performance; steps in building a winning team; managing change with a team; semi-autonomous and self-managed teams; dealing with negative behaviors without losing team support.
GAT219	Winter Driving Seminar	1	0	Qtrc	Short session presented by QTRC on how to drive safely during the winter months.

GAT221	How to Achieve Exceptional Customer Service	8	99	Fred Pryor Seminars	Learn how to: Increase the return on your customer service dollars. Outservice your competitors. Gain the trust of your customers and your boss. Make your customers feel important and appreciated. Remain calm in the most demanding situations. Transform complaints into valuable customer feedback. Say "no" and be firm without antagonism. Turn the frustrations o customer contact into self-satisfaction. Win over angry and abusive customers. Reduce stress and turnover in customer service jobs.
GAT222	Providing Superior Customer Service	16	260	Tbd	All jobs are customer-service jobs, whether the "customers" are inside or outside the organization. Participants learn to identify their customers, find out what they want, and deliver the kind of service that builds loyalty. Topicsude: - Knowing What Customers Want - Communicating for Total Customer Service - Dealing with Dissatisfied Customers - Evaluating Customer Service - Striving for Improvement
GAT223	Motivating Change-360 Feedback Training Session Part 1	3	0	Doe-RI	Motivating Change is conducted prior to the evaluation process. This training is attended by each person who will be receiving feedback. The main objectives of this training are: 1. Explain the role of TEAMS in the performance improvprocess. 2. Explain the importance of feedback in performance improvement. 3. Identify the advantages of 360 degree Feedback process. 4. Discusses "Who is a Customer" to identify evaluation team. 5. Demonstrate the basic principles of the 360 degree Feedback process. 6. Facilitate an understanding of the feedback reports. 7. Create an understanding of the next step in the performance improvement process.
GAT228	SMS Schedule Validation	4	0	Mactec	This course will establish guidelines and requirements for the validation of schedules for the baselines as identified within RLID 5000.11, "Scheduling" (i.e. Hanford Site Integrated Schedule (HSIS), Program master Baseline Schedule (, and Program Performance Baseline Schedule).
GAT229	How To Deal With Employee Attitude Problems	8	139	American Management Associatio	You will learn how to detect potential bad attitudes in job candidates so you can avoid getting stuck with a problem employee to start with. You will learn proven, easy-to-use counseling techniques for turning around the problem employou already have on your team. You will learn how to inspire all your employees to be more positive and enthusiastic about their jobs.

GAT230	AIDS/HIV Workplace Program	3	0	Hehf	This course is designed to: -Increase knowledge of the ways in which HIV is spread and the ways in which it is not spread. -Introduce participants to workplace issues related to HIV infection. -Recognize the corresponding legal rights, d, and obligations of HIV-positive workers, co-workers, and employers. - Reduce fear of working with people who are HIV-positive. -Increase understanding of disclosure issues.
GAT234	CONFLICT RESOLUTION, THE ART OF	8	259	WSU-TC Professional Developmen	Learn how to: recognize five ineffective approaches to resolving conflicts with others, identify your current style of dealing with conflict, explain the root causes of work disagreements, apply three communication techniques in conflict situations, and apply a conflict resolution partnership model to resolve conflict.
GAT237	Facilitator Development, Advanced	24	995	Association for Quality and Pa	Topics covered include: Systematic Learning - What Does A Facilitator Do? - Measurement Selection What is Teaching? - Facilitative Behavior - Process Capability The Learning Process - Signs of Trouble - Results Evaluation Presenting Information - Measuring Success - Benchmarking Evaluating Understanding - Involvement Decision Making - Myths & Realities of Changeracticing - Process Improvement Overview - Giving Feedback - Identifying Customer Requirements
GAT238	Mistake-Free Grammar & Proofreading	8	79	Tbd	Topics covered include: - The grammar rules every professional must know - All about capitalization and punctuation - Techniques for finding errors in numbers, prices, codes, dates, etc - Six key rules for subject/verb agreement - Coy misused words and how to use them correctly - The right way to present numbers
GAT239	Facilitation Skills Overview	8	200	Tbd	This course is interactive, allowing students the opportunity to practice their new skills. Topics covered include: Background information, Five ingredients of an effective meeting, When to have or not to have a meeting
GAT246	Residential Workshop for Secretaries and Administrative Support Personnel	24	550	Graduate School, USDA	This seminar combines lectures, case studies, behavior modeling exercises and self-assessment exercises. Major topics include: * How to get more satisfaction from your job * Improving your personal work-style * Realizing your full potential * Demonrating you are ready for more responsibility In addition to keynote and plenary sessions, outstanding guest lecturers bring expertise and innovative approaches to topics that help you meet the challenge of your job.

GAT248	Life Works	64	1000	Wings Seminars, Innovative Lea	In an inspiring and safe environment, over a four-month period, you will be part of a group of people learning to be committed not only to themselves, but also to enriching their relationships, careers and communities. Each person chooses a course of positive action and implements it.
GAT250	Grammar Review	24	289	WSU-TC Professional Developmen	Course topics include: - Overview on Using The Gregg Reference Manual - Applying Major Grammar Principles - Identifying Major Parts of a Sentence - Using Punctuation Marks Effectively - Constructing Complete Sentences - Dealing witer Grammar Problems: Capitalization, Numbers, Abbreviations, and Plurals
GAT251	Scholastic Aptitude Test (S.A.T.) Preparation	20	225	Excel Learning Center	Course content includes: - Diagnostic Test for basic math skills - Instruction as required - Review of algebra and geometry skills - GED preparation - SAT preparation
GAT252	Statistics, Basic	32	475	Graduate School, USDA	Students will be able to master the basics of statistics from frequency distributions to sampling to regression analysis even if they have no prior knowledge of the subject. Topics covered include the meaning and role of statistics, usinquence distributions and arrays, measures of variation, and normal distribution. Students will also learn how to calculate means, averages, median and mode. They will also study practical sampling concepts including universe, population, frame, and random samples.
GAT254	Dealing With Violence In The Workplace, ADA Update	8	140	Washington State Bar Associati	This course shows employers how to protect the workplace, deal with disgruntled workers, former employees and outsiders to prevent problems from escalating into violence.
GAT255	Essentials of Credibility, Composure and Confidence, The	8	69	Skillpath	Topics covered include: - Clearing the way for success and achievement - Harnessing the power of a positive image - Taking control of your life - Remembering to be good to yourself, too - just who you really are - Putting it all together - Communicating with confidence
GAT256	Administrative Officers Seminar	24	395	Graduate School, USDA	Major topics include: - How to facilitate change in your organization - Utilizing the basic concepts of project management - Effective oral and written communication techniques - Fundamental concepts of the federal budget and acquisition process

GAT258	Latest Developments In Equal Employment Opportunity (EEO) Laws and Procedures	8	175	Graduate School, USDA	The following topics will be covered: - Age Discrimination - Alternative Dispute Resolution - Compensatory Damages - Dismissal of Complaints - EEO Procedures (1614 Regs) - Evidence - Firm Choice - National Origin Discrimination - Proposed Changes - Race Discrimination - Religious Discrimination - Sexual Discrimination
GAT259	Reading Dynamics for Business Professionals	8	149	Fred Pryor	Major topics include: - Evelyn Wood's Four Basic Concepts - Increase your Reading Speed - Develop Better Memory and Recall - Note-Taking, Study, and Listening Skills - Improve Reading Comprehension - Report and Presentation Techniques - Tips for Everyday Reading
GAT260	Sexual Harassment Awareness and Prevention	4	39	WSU-TC Professional Development	this workshop clarifies the law and the Equal Opportunity Commission criteria regarding sexual harassment in the workplace, clarifies and explains company policies and procedures, provides a safe environment for employees to share and listen to each other's perceptions and experiences from their own perspectives, assists employees in developing a common definition of what constitutes sexual harassment, develops individual and management skills for handling incidents, and develops individual and management skills for the prevention of sexual harassment.
GAT261	Resolving Work Conflicts	14	250	WSU-TC Professional Development	Through active exercises, small and large group discussion, case study, and role-play, students master a partnership model that produces win/win outcomes. You will learn to avoid the bait of someone's stated demand or position and the power of uncovering the needs and interests behind your and their positions. You will be able to capitalize on the opportunity to generate mutually beneficial solutions.
GAT262	Dealing Effectively with Unacceptable Employee Behavior	8	149	SkillPath	Topics covered include: identifying the root causes of performance problems, tips to maintaining a clear, open communication channel with problem workers, positive intervention techniques for turning performance problems around, when the problem persists: how to conduct a formal discipline conference, when to terminate, and how to protect you and your organization from grievances and legal problems.
GAT264	What Matters Most	8	229	Franklin Covey Company	Seminar topics include: Discovering who you are, what you value most, and what you want to do with your life, Planning your weeks and days in harmony with your roles and long-range goals to maintain personal and professional balance, acting according to your plan using the Franklin Planner, either paper-based or electronic as your daily road map.

GAT265	EEO Counselor Training	32	125	Doe	Course topics include: How the Supreme Court decision can make you a star, Be leery of web software from the majors, Get your HRIS ready for likely new pension law, Don't panic over international privacy law.
GAT266	Career Coach	16	75	National Independent Study Cent	Topics covered include: Information-gathering Tools, Personal Work Styles, Behavioral Strengths You Bring to Work, Perceptions Other People Have of You, Career Needs and Wants, Your Ideal Work Environment, Setting Goals for Your Career Aement
GAT268	EEO Counseling	24	145	National Independent Study Cent	Topics covered include: Your Role as an EEO Counselor, Steps in the Counseling Process, Handling Formal Complaints, Interviewing Techniques, How to Explain the Complaint Procedures to Applicants, Employees, and Management.
GAT270	Math, Preparation SAT(Session 2)	20	225	Excel Learning Center	Course content includes: - Diagnostic Test for basic math skills - Instruction as required - Review of algebra and geometry skills - GED preparation - SAT preparation
GAT271	Dealing with an Angry Public	16	1175	Center for Management Research	Topics covered include: setting up, solving and checking various problems, working with whole numbers, fractions, decimals, and negative numbers, measurements and the metric system, understanding algebraic expressions, and solving simplations and inequalities.
GAT272	Math Refresher	32	145	National Independent Study Cent	
GAT273	Dealing with Workplace Negativity	16	285	Graduate School, USDA	Course topics include: root causes of negativity, characteristics of negativity, ways the organization and coworkers enable the behavior of negative people, how to discourage negative behavior in the workplace, methods and techniques to address negativity, Dynamic Communication and assertive communication skills, and steps in the Judgement Dance.
GAT274	Accelerating Team Development	16	350	Graduate School, USDA	Course topics include: evaluating your current level of team effectiveness, developing specific goals to improve your team, critical steps to becoming a high-performing team, changing dysfunctional team behavior, improving your team's operating procedures, using high-quality/high-commitment decision making approaches, and anticipating obstacles and developing proactive strategies to overcome them.
GAT275	Positive Approaches to Difficult People	16	265	Graduate School, USDA	Major topics include: * Hidden incentives that may encourage difficult behavior * Controlling your reactions to certain people * Positive approaches to reduce stress * What motivates difficult people * Techniques for handling certaiaviors * How to clarify underlying issues * Skillful questioning and listening techniques

GAT285	Investment in Excellence for the '90s	34	149	The Pacific Institute (Lou Tic	This course will improve the individuals self-efficacy. Students will learn how to overcome internal barriers to success and productivity (limited attitudes and beliefs).
GAT288	Facilitation Skills Workshop: A Bridge to Success	24	325	WSU-TC Professional Developmen	This highly interactive learning environment is intended to assess, enhance, and expand current skills and competencies of facilitators fusing together the science and art facilitation. Topics include: - The Facilitator - The Skills and Competencies - The Tools - The Practice and Art of Facitation
GAT289	Practical Problem Solving: Getting Results	16	395	WSU-TC Professional Developmen	Through instructor lecture and demonstration, creative application exercises, lively small and large group discussions, and individual practice and application, you will earn the essential elements of effective problem resolution. Thls and methods discussed are practical and immediately applicable to the everyday problems you encounter. When you leave the workshop, you will take back a solution to a problem, ready to be implemented back on the job.
GAT290	Personal Self Survey	1	0	Fluor Daniel Hanford	Topics covered include: -Self Survey Process -Evaluated on demonstrating proper self survey techniques
GAT291	Self Mastery: The Key to Your Effectiveness	24	325	WSU-TC Professional Developmen	You will be challenged and encouraged to take a journey inward; to examine how you spend your time, and to look at what's important to you. Psychologists tell us that 85% of our behavior is based upon practices we've learned. You wilmine the practices you want to keep and those that aren't serving you. This powerful, life-changing workshop won't soon be forgotten. You will develop an action plan for yourself; to monitor your progress now and in the future.

GAT292	Building A Character-Based Team (Tuition Prorated)	24	695	WSU-TC Professional Developmen	The process of earning people who are willing to pull together in pursuit of principles goals is called teambuilding. This workshop is aimed at work groups who are experiencing difficulty but don't know how to solve it. Each workshop iserent and unique because each one is tailored to meet the needs of each team. Pre-workshop data collection through confidential interviews is a key component of this process. People then, in a retreat setting, discuss the issues to determine ways ty can maneuver past the hurdles. The Team Effectiveness Profile is completed by each person and used as a pre-retreat and post-retreat measure. The results of this workshop are clearer focused team goals, clarification of internal values, a picture of the team's desired future state, an action plan to move toward the future state, commitment from each person how they will serve the team, a energized open work place where people feel free to contribute ide, and improved profits and productivity.
GAT293	Thinking Beyond The Boundaries	8	99	National Seminars Group	Learn how to generate more unique ideas that turn problems into opportunities. Receive quick guidelines to identify and change personal language patterns that inhibit your creative thinking potential. Learn how to move successfully fdea to action to success.
GAT294	Control and Risk Self-Assessment	16	325	Institute of Internal Auditors	Controls & Risk Self-Assessment (CRSA) is a techniques used by management and staff to build better control frameworks and visibly demonstrate due care in the achievement of business objectives. Staff at all levels, in all functions, e the analysts and reporters of control effectiveness. The CRSA approach defines business objectives, increases effectiveness, builds teamwork, controls risk, and improves controls.
GAT295	Tank Waste Remediation System (TWRS) Facility Orientation Course	8	0	Doe-RI	Topics covered include: *Hanford Radioactive Waste *High Level Waste Management Practices In the U.S. And Around The World *The Low-Level Waste Definition Issue *The TWRS Technical Strategy and Reference Flowsheet *The TWRS Baseline *HanfRadiation Impact on it's Workers and the Public, Now and in the Past

GAT297	Harassment Free Workplace - for Management	3	0	Doe-RI	The management course deals with the responsibilities we have as managers when we are confronted with a harassment complaint from one of our employees. It also will provide you with the applicable regulations and laws and the courses tion that can be taken to resolve such issues. It is important to remember that ultimately the manager is responsible for the actions of his or her employees in the event of a harassment complaint, and the manager can be disciplined if the properctions are not taken. You will learn to recognize/ identify inappropriate behaviors, identify individuals' roles and responsibilities for dealing with inappropriate behaviors, and know the processes for dealing with harassment and inappropriate behavior cases.
HRD101	Principles of Accounting and Finance	24	855	American Compensation Associat	Major Topics include: Overview of Accounting and Finance, The Balance Sheet, The Income Statement, Statement of Cash Flows and Shareholder's Equity, Accounting Alternatives, Financing and Planning, Financial Analysis, HR Functioning with the Finance Department
HRD102	Quantitative Methods	24	855	American Compensation Associat	Major Topics include: Qualitative and Quantitative Data, Percents and Related Issues, Developing and Evaluating the Cost of a Corporate-Sponsored Retirement Program, Time Value of Money, Actuarial Issues, Organizing andyzing Data (Statistics), Displaying Relationships Between Data, Modeling and Regression Analysis, Developing a Salary Budget Recommendation, Guidelines for Individual Salary Increases
HRD103	Strategic Communication in Compensation and Benefits	24	855	American Compensation Associat	Major Topics include: What Is Communication?, The Process of Communication, Best Practices, Influences on Communicating Compensation and Benefits, Special Issues and Emerging Trends, Case Study
HRD104	Regulatory Environments for Compensation Programs	24	855	American Compensation Associat	Major Topics include: Regulatory Environment and Related Laws, Fair Labor Standards Act, Equal Employment Opportunity Statutes and Civil Rights, Rights Legislation and the Civil Rights Act of 1991, Regulatory Environment Case Studies
HRD105	Employee Development, Introduction to	24	435	Graduate School, USDA	Course topics include: the changing roles of HRD in government, legal requirements and policy guidance in federal employee training and development, the emerging focus on performance and on the trainer as performance technologist, the trainer's role as management consultant and business partner, and the value of a systematic approach to performance needs analysis and instructional development.

HRD116	Equal Employment Opportunity/Affirmative Action	16	0	Industrial Relations Branch Tr	Update on current EEOC Laws and regulations.
HRD117	Total Compensation Management	24	855	American Compensation Associat	Major Topics include: Developing a Total Compensation Strategy, Total Compensation Design and Human Behavior, Direct Compensation, Indirect Compensation, Administration of Total Compensation, Program Review and Audit
HRI101	Employee Job Task Analysis (EJTA) Training	2	0	Doe-RI	This course gives students guidelines on how to do an employee job task analysis.
HRI102	Labor Relations, Basic	32	495	Graduate School, USDA	This course is the foundation for labor relations expertise under Title VII and Executive Order 12871. It covers the major components of the Federal Labor Relations Program. Assist in the administration of an operating labor relations program, applying the appropriate procedural regulations of management and administrative authorities under Title VII. Provide advice on the labor relations impact of alternative management positions relative to the collective bargaining process. assist in the conduct of such labor relations functions as unit determinations, representation proceedings, negotiations, contract administration, arbitration and unfair labor practice complaint processing. Participate in the resolution of grievances and disputes rising out of the implementation of rights accorded by a negotiated agreement.
HRI104	Professional/Sr Professional in Human Resources Certification Exam Prep	14	395	WSU-TC Professional Developmen	Topics covered include Management Practices, Selection and Placement, Training and Development, Compensation and Benefits, Employee and Labor Relations, Health, Safety, and Security. Seminar provides the latest legal and practical developments in the field.
HRI105	DOE Employee Assistance Program Training	16	65	Doe	Topics covered include: EAP as Health Benefit/Managed Care vs. EAP as Consultative Service to Employees/Organization, Panel Discussion, DOE Update, Workforce Restructuring: The Impact of Downsizing on EAPs, Cost/Outcomes and Value Added Marketing
HRI106	Retirement Plans - Design and Management	24	855	American Compensation Associat	Major topics include: Retirement Planning Objectives, Income Replacement, Basic Concepts of Defined Benefit vs. Defined Contribution Plans, Legislative and Regulatory Environment, Tax Issues, Defined Contribution Plans, Death Benefit Plans, Hybrid Plans and Current Strategies

HRI107	Health Care and Insurance Plans - Design and Management	24	855	American Compensation Associat	Major topics include: Health and Welfare Plans, The Principles of Health and Welfare Benefits, Death Benefit Plans, Integrated Disability Management, Health Care Plan Basic Features, Cost Management, Specialized Managed Care and Other Plans, Medical Plans - Retiree Coverage, Emerging Issues
HRI108	Employee Benefits Workshop, Comprehensive	40	300	Doe-Hq	Major course topics include: Retirement Coverage Determinations, Eligibility, Computations, Deposit/Redeposit, Social Security, Health and Life Insurance, Thrift Savings Plan, Separating Employees, FERS Transfer
HRI109	Interest-Based Problem Solving	24	395	Graduate School, USDA	When interest-based bargaining was mandated by Executive Order 12871, Labor-Management Partnership, it dramatically altered federal labor-management relations. This workshop provides an opportunity to jointly explore the benefits of committing to a non-adversarial process and to practice the required skills associated with that process in a negotiation setting.
HRI110	Merit Systems Accountability	3	0	Doe-RI	Underlying the Federal Personnel System are the principles of merit and fairness. The National Performance Review and the National Partnership Council have changed, and will continue to change the way managers manage human resources. This workshop is designed to convey information and guidance on their changing roles. The workshop centers on the merit principles and prohibited personnel practices contained in Title 5, US Code.
HRI111	Negotiating Labor Agreements	40	575	Graduate School, USDA	This course will fully prepare you to bargain labor contracts. You will gain valuable experience serving on a management bargaining team and preparing for and engaging in mock negotiations against a professional opposing team. The workshop simulates an actual contract bargaining situation with its inevitable conflict, pressure and extended hours, so participants must be prepared to devote their full time and attention to the negotiations, including after-hours sessions.
HRI112	Investigating Discrimination Complaints	32	475	Graduate School, USDA	This courses will give you the knowledge and skill to conduct complete, impartial investigations of discrimination complaints.
HRI113	Position Classification, Advanced	32	545	Graduate School, USDA	Course topics include: analyzing the more difficult and technical areas of position classification, applying major supervisory and administrative classification standards, providing expert management advisory service to management, and reconciling the relationships among position classification, employee relations, labor relations, performance management, pay and staffing.

HRI114	Labor Relations, Basic	40	195	National Independent Study Cent	Topics covered include: Position-based versus Interest-based Negotiations, Union Contract Administration, Negotiated Grievance Procedures, Alternative Dispute Resolution Techniques, Unfair Labor Practices, History of Collective Bargaining
HRI115	Theories of Discrimination & Investigation of EEO Complaints (Tuition Prorated)	16	0	JCM & Associates	This course provides a comprehensive review of various theories of discrimination and the elements of proof under each of the statutes enforced by the EEOC; illustrations, through fact scenarios, as to how the models of proof should be applied and what questions would be appropriate to ask the parties and other witnesses; guidelines as to credibility assessment; cost savings suggestions as to settlements - identifying those situations that should and should not be settled.
HRI116	Human Resource Professional as a Consultant	16	295	Graduate School, USDA	Now more than ever, human resource (HR) professionals need effective consulting skills. Rather than monitoring or policing their constituents, government organizations are expected to become truly customer-oriented. Making this transition requires a clear understanding of what a consultant is and is not and when and how to apply consulting strategies in the workplace. Topics covered include: Using the major roles of consulting (facilitator, team player, change agent), The ethics of internal consulting, Applying the six phases of the consulting process, Working with difficult people, Solving problems with useful techniques, Asking the right questions
HRI117	EEO for Advisory Committee Members	16	295	Graduate School, USDA	This course includes workshops, discussions and role plays covering the following topics: Overview of EEO in the Federal Government; How to Devise an Advisory Committee Work Plan; How to Write an Assessment Report; How to Write Objective and Action Items; The Affirmative Employment Planning Process; The Upward Mobility Program; The EEO Complaint System; Sexual Harassment.
HRI120	A Key To Your Company's Worker's Compensation Success	20	295	Washington Self-Insurers Assoc	This course is designed to assist you in finding and applying the correct Medical Aid rules, RCW and WAC regulations. It will help you perform the correct calculations involved with PPD awards, TTD amounts and Loss of Earning Power Capacity. The seminar course is designed to allow you to assess your skill and knowledge level throughout. With this assessment, you will be able to determine if you are ready for the certification test or if further study is necessary.

HRI121	Managing Diversity Through Flexibility in Benefits	24	895	American Compensation Associat	This intermediate level seminar focuses on flexible benefits programs and other benefits plans that help address the needs of today's diverse work force. Specifically, it addresses flexible benefits design, pricing, implementation and compliance. A variety of work and family benefits issues are also discussed.
HRI122	Retirement Plans - Financial Management	24	855	American Compensation Associat	Major topics include: Funding for Defined Benefits Pension Plans, Investment of Defined Benefit Plans, Valuation Reports, Investment of Defined Contribution Plans, Accounting for Defined Benefit Pension Plans, Taxation of Participants (Including Penalties), Taxation of Plan (Including Penalties), Nonqualified Retirement Plans
HRI124	Processing Personnel Actions	40	625	Graduate School, USDA	Major topics include: Overview of personnel management and the role of the processing unit, Civil Service laws, regulations and related references, Organization of the Guide to Processing Personnel Actions Operating Manual, Personnel forms and the Official Personnel Folder, Review of personnel terms, coding the nature of actions, authorities and remarks, Processing actions for retirees, Career appointment system
HRI125	Staffing and Placement, Basic	40	545	Graduate School, USDA	Major topics include: Learning the role of the staffing specialist, Understanding employment policies and practices, Employment authorities, Preparing merit promotion and in-service placement actions, Becoming expert with qualifications, job analysis, and recruiting, Dealing with downsizing approaches, New directions in staffing
HRI126	Job Analysis, Design, Documentation and Evaluation	24	725	American Compensation Associat	This basic-level seminar presents the fundamentals of job analysis and documentation with a focus on job descriptions. Various methods of job evaluation are described, including a brief discussion of quantitative plan design. Exercises help participants see how the methods outlined in the seminar can be put into practice in their own organizations.
HRI128	Reduction in Force Workshop	24	445	Graduate School, USDA	Major topics include: Preparing for a RIF, Running a mock RIF, Using priority placement programs for displaced employees
HRI129	Position Classification, Basic	80	1095	Graduate School, USDA	Major topics include: Preparing and evaluating position descriptions, Collecting data and other information, Interpreting classification standards and guides, Planning for computer assisted classifications

HRI130	Pay Structures, Pay Rate Determination & Base Pay Program Administration	24	725	American Compensation Associat	The seminar includes exercises designed to show participants how to resolve differences between internal worth for a job and market data for the same job in order to design a pay program that is fair, competitive and supportive of an organization's compensation strategy.
HRI131	EOC Requal Training	2	0	Fluor Daniel Hanford	This course covers new procedures, changes, and lessons learned that apply to the EOC.
HRI132	Representing Your Agency Before the Merit Systems Protection Board (MSPB)	32	475	Graduate School, USDA	Major topics include: Applying precedents from dozens of recent cases, Acquiring documentation needed to prevail, Disclosing information as required, Typical hearing procedures, Responding to prehearing information requests
HRI133	Health Care and Insurance Plans - Financial Management	24	855	American Compensation Associat	Major topics include: Process for Managing Health Care and Insurance Plans, Risk Theory and Benefit Financing Schemes, The Procurement Process, Tax and Legal Issues, Measuring and Evaluating Performance, Post-Employment Benefits
HRI134	Employee Relations, Basic	32	475	Graduate School, USDA	Laws, regulations, current policy, practices, and procedures which underlie the following areas of employee relations will be discussed: Probationary Periods Conduct and Discipline Chapter 75 Actions Relationship between Conduct and Performance Incentive Awards Chapter 43 Actions Grievances and Appeals Employee Assistance Programs Medical Issues and Wellness Drug-Free Workplace Relationship between Employee Relations and Labor-Management Relations Recent Developments in Employee Relations
HRI135	Strategic Benefits Planning	24	855	American Compensation Associat	Major topics include: Strategic Employee Benefits Issues, Strategic Benefits Planning, Evaluation and Review, Case Studies
HRI136	Performance Management - Strategy, Design, and Implementation	24	855	American Compensation Associat	Major topics include: The Context of Organizational Measurement, Performance Management at the Organizationwide Level, Performance Management at the Group Level, Performance Management at the Individual Level, Performance Management System Design, Implementation - Three Keys to Success, Emerging Issues for Performance Management
HRI137	Employee Benefits Programs, Fundamentals of	24	930	American Compensation Associat	This course provides a comprehensive overview of the design, administration and regulatory environment of private-sector employee benefits plans and programs.

HRI138	Alternative Reward Systems - Improving Performance and Competitiveness	24	855	American Compensation Associat	Major topics include: Linking Organizational, HR, and Rewards Strategies, Base Pay Strategies, Short-Term Incentive Strategies - Individual Level, Short-Term Cash Incentive Strategies - Group Unit/Organizationwide Level, Long-Incentives, Implementation and Assessment of Alternative Rewards Strategies
HRI139	Conducting An Effective Internal Investigation	4	99	Amburgey & Rubin, P.C., Attorn	This seminar shows how to protect your organization against lawsuits, discrimination charges and grievances. Learn how to investigate allegations of unlawful harassment and discrimination, theft or other types of dishonesty, confidently violations, alcohol and drug problems, accusations connected with employee grievances, unemployment or workers' compensation claims.
HRI140	Ethics Counsel Training Program (FMDP FM7E310)	1	0	Doe-RI	Provide instruction in the requirements of the "Standards of Ethical Conduct for Employees of the Executive Branch", 5 CFR Part 2635. Provide materials and recommended programs to be used in annual training sessions for DOE empleoon standards of conduct. Provide instruction on the design, preparation and delivery of an effective training program. Provide an opportunity for ethics counselors to discuss concerns regarding recent developments in ethics law with DOE Headquarters staff and field counsel.
HRI146	Reengineering The Human Resource Function	24	1795	International Quality and Prod	This course will show the student how to reengineer organizational processes in order to meet ever-changing human resource challenges. Hear how PHH Fleetamerica set up the framework that needs to be in place to successfully support reengineering the business. Explore the tools and methods used to get results. Understand how to redesign the work systems-the organization, jobs, performance measures, policies and procedures required to support the processes. Learn how to encouragend support the personnel transformations needed to make the changes sustainable. Explore how technology is used to add immense value and how it has significantly streamlined many processes.
HRI148	Rewarding Teams and Team Members	24	855	American Compensation Associat	Major topics include: Compensation Strategy and Rewarding Teams, What is a Team?, Managing for Performance in Teams, Compensation Strategy and Base Pay, Variable Rewards, Compensation Architecture, Design and Implementation of Rewarding Teams
HRI149	Ethics Workshop	4	0	Irs	Topics covered include: Written Opinions, Training, Financial Disclosure Process

HRI150	Employee Benefits for Personnelists, Basic	40	750	Graduate School, USDA	Major topics include: Identify creditable service, eligibility, basic annuity computation under the Civil Service Retirement System, CSRS Offset and Federal Employees Retirement System, Locating and identifying regulatory procedural guidance relating to benefit, Explaining features of the Federal Employee Health Benefits and Group Life Insurance programs, Understanding the Thrift Savings Plan
HRI151	Adverse and Performance-Based Actions	32	475	Graduate School, USDA	Major topics include: Jurisdiction and causes, Penalties: first offenses, aggravating conditions, Suspensions: routine and emergency, Appeals and grievances, Whistle-blower issues
HRI152	Pay Classification Performance Management	16	0	Opm	This conference will provide Federal managers and HR specialists with updates, forecasts and practical information about the total Federal compensation environment. Learn how to reward employee performance in a way that will support your agency's mission and strategic objectives.
HRI153	Employee Pay Setting	16	295	Graduate School, USDA	Major topics include: How the federal civilian pay process is regulated, Features of the General Schedule and Federal Wage systems, Setting pay in typical situations, Handling special pay situations such as grade and pay retention severance pay
HRI154	Qualifications Analysis Workshop	24	435	Graduate School, USDA	Major topics include: Determining minimum qualifications and eligibility for a job applicant, Combining experience and education to determine minimum qualifications, Using selective and quality ranking factors
HRI155	Intensive Claims Management	24	299	Washington Self-Insurers Assoc	Course topics include: History of Worker's Compensation and Key Players, Forms and the Claims Process, Time Loss, PPD, LOEP, Closures, Reopenings, and Pensions, Cost Containment Using the WAC's Communication with Computers, Humor - How to Use it in the Workplace, The Legal Maze: Appeals, Notice of Attorneys and Stay of Benefits, Hearing Loss Workshop, How to Defend a Hearing Loss Claim
HRI156	Extended Degree Planning Workshop	4	50	Eastern Oregon State College	This session covers institutional and degree requirements; options within the major, preapproved, and individualized programs; and course delivery options
HRI157	Position Classification: An Introduction	80	200	National Independent Study Cen	Major course topics include: Basic position classification principles, Classification of General Schedule (GS) positions, Classification of Federal Wage System (FWS) positions

HRI158	Integrated Disability Management	24	895	American Compensation Associat	This intermediate level seminar presents fundamental principles affecting the development and application of integrated disability plans including short term and long term disability, medical and workers' compensation. Attendees need to be aware that this is an emerging practice and information provided in this seminar will be fundamental design and application. Although some workers' compensation is discussed, it is not the focus of this seminar. Special focus is given to asking the appropriate questions regarding the selection and design of an integrated plan for your organization.
HRI159	Personnelist As A Management Advisor, The	16	0	Doe	This class will review and discuss consultant strategies and techniques used in the private sector. It will help you to understand and develop skills necessary to be part of the "Management Team". You will review techniques and other methods of presenting decisions, findings or studies. It will help you to develop skills and techniques to market and sell the Human Resources Management program. Highlights the changing role of Human Resources Management in the workplace through case problems and group studies.
HRI160	Federal Workplace Disputes Training	20	600	Justice Center of Atlanta	This course will successfully demonstrate: an ability to adapt a different mindset and language while functioning in the mediator role; an understanding of the importance of confidentiality in the role and the ability to distinguish between those things that are required by law to be reported and those that must be kept in confidence in order to protect the integrity of the mediation process and the rights of the participants; the ability to use the mediation process with skill and integrity in the following ways: completion of two roleplay activities acting as adversarial parties in a dispute, completion of one roleplay activities acting as adversarial parties in a dispute, acceptance of feedback from a trained mediator/observer in order to improve level of competence.
HRI161	SHRM Learning System	30	595	Society of Human Resource Mgt.	This course will help you achieve your professional development goals with practical, "real world" information within each of the HR functional areas. It will assist you in studying for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams with material that reflects the Human Resource Certification Institute's (HRCI) content outline of the body of knowledge in human resource management.

HRI162	Strategic HR Decision Making	30	100	Society of Human Resource Mgt.	This course allows you to apply your human resource knowledge to your own organization to gain competitive advantage. Become familiar with the characteristics of the three different case-study models: defender organizations, prospector organizations, and analyzer organizations. Through instruction and case studies, you'll learn how to identify the category in which an organization fits and understand the strategic focus of each model.
HRI164	Human Resources Management, Introduction to	24	395	The Graduate School, USDA	This course provides knowledge of the fundamental policies and principles that apply to each areas of Federal human resources management. The focus is on the policies that apply throughout the civil service system.
HRI165	Ethics Workshop, Washington, DC	8	0	U.S. Office of Gov't Ethics	Topics covered include: Written Opinions/Counseling, Training, Evaluation of Ethics Program, Financial Disclosure Process, Administrative Actions, Agency Reports to OGE
HRI168	How To Rehabilitate or Remove the Problem Employee	8	345	Public Administration Forum	The attendee will learn how to identify a problem employee, His/Her obligation to rehabilitate the problem employee, What a conduct is and how to handle it, The procedures for correcting or (if necessary) disciplining or removing an employee with a conduct problem, The requirements for correcting or (if necessary) removing an employee who has a performance problem, The difference between non-performance and misconduct, How to accommodate disabled-employee.
HRI169	Benchmarking Certification Program	32	1500	Saratoga Institute	This program is designed to help human resource professionals begin to work with quantitative data and use benchmarking to gather cost, time, quantity and quality data to clearly show bottom line contributions. The program focuses on establishing an internal data collection system, understanding the performance measures and basic use of cost, time quantity and quality data.
HRI170	Workplace Violence	2.5	75	WSU-TC Professional Develop	Causes of Workplace Violence, Recognizing the warning signs and symptoms of potential violence and attacks, Ways to defuse hostile situations, Business and personnel practices for workplace violence prevention
HRI171	Negotiation and Mediation	2.5	75	WSU-TC Professional Develop	How alternative disputes resolution contributes to more creative solutions to disputes, How to achieve higher morale among all involved in the organization as well as positively affect the bottom line, What types of processes, including mediation, arbitration, conciliation and facilitation are available and how do they differ, When is an alternative dispute resolution most likely to be successful

HRI172	Ethical Issues in Occupational Health Research	12	195	University of Texas	The ethical, social and legal problems surrounding occupational health research are profound. Inherent tension exists between the need to protect the rights and welfare of human subjects, and the necessity to conduct research into the hazards that workers are exposed to in the workplace. Jurists and philosophers will help to guide the debate of these research issues and aid in the formulation of solutions. Topics covered include informed consent, dissemination of research findings, union/worker interests, creative solutions to recognized problems, and intellectual freedom.
HRI173	Position Classification, Introduction to	16	295	Tbd	This course provides a knowledge of the fundamental policies and principles needed to understand the position classification function. Emphasis is on the application of skills learned in the classroom so that the participant develops an understanding of the steps involved in the classification of General Schedule positions.
HRI174	Reduction In Force	24	395	Tbd	This course prepares you to apply the reduction in force regulations. It provides a comprehensive knowledge of the very complex federal reduction in force (RIF) and transfer of function regulations, as well as the accompanying Federal programs.
HRI175	Finding, Interviewing & Hiring Exceptional People	8	179	National Seminars Group	This course will teach participants how to find and hire the best candidate for the job and save yourself a lot of costs, headaches and hassles down the road. Your expert trainer will explore the many approaches you can take to secure detailed information on each applicant's strengths and weaknesses, getting an accurate read on their skill level, attitude and aptitude. This workshop includes an intensive, comprehensive overview of the legal aspects of the interviewing and hiring process. You will be introduced to the employment laws regarding hiring that you need to know and provide an eye opening review of how courts are ruling on the hottest hiring issues.
HRI176	Employee Relations Law Seminar, Certificate in	40	1775	Institute for Applied Manageme	The seminar provides participants with a comprehensive understanding of all of today's significant employment laws and regulations, and the ability to know what to do about them in your own workplace. You will gain the skills to recognize and deal with problem situations. Subjects covered include coping with federal and state regulatory agencies and their requirements, compliance reviews and agency injunctions, negotiating and settling complaints, and minimizing exposure to litigation by learning what steps and policies to implement in the workplace.

HRI177	Essentials of Human Resource Management, Certificate in	40	1675	Institute for Applied Manageme	This course provides a comprehensive foundation in critical human resource subjects, including an employment law overview, how to cope - complying with the legal requirements, taking chaos out of change - training the trainers, compensation and performance based management.
HRI178	Employee Benefits Law, Certificate in	40	1675	Institute for Applied Manageme	The seminar covers employee benefits issues that arise in the design and administration of employee benefit plans, the management of their assets, controversies between plan sponsors, trustees, participants and the numerous government agencies that regulate these plans.
HRI179	Strategic Human Resource Management	40	4300	Harvard Business School	This course provides participants with a strategic management framework for dealing with human resource concerns, enables participants to assess their organization's strategic human resource capability, provides participants with a framework for linking strategic business planning and human resource management, and to assist participants in developing an action plan for managing strategic change through the human resource function.
HRI180	Personnel Procedures for Clerks and Assistants	24	145	Natnl Independent Study Center	Major topics include: maintaining personnel records and files, documenting personnel actions, finding information quickly in the Guide, and how to handle real-life personnel processing tasks.
HRI181	Processing Personnel Actions, Basic	24	175	Natnl Independent Study Center	Major topics include: documenting personnel changes in federal government, organization and content of the Guide, locating information in the Guide, and documenting personnel actions, including code selection and completion of Standard Forms 52 and 50.
HRI182	INTENSIVE CLAIMS MANAGEMENT COURSE, INTERMEDIATE/ADV	16	315	Washington Self-Insurers Assoc	This course focuses on specific elements of advanced claims management including: review of Department of Labor and Industries policies, WAC's and RCW's, claim validity, benefit entitlement, claim closure, and the practical application of successful claims management.

HRI183	Ethics Training Program, DOE	1	0	Dept. of Justice	<p>This program simulates a federal career. There are fifteen jobs, at five levels of increasing responsibility. When you begin, you choose one of the entry level jobs. In order to progress to the next level, you must show that you know enough about the federal ethics rules to be promoted. In each job, you encounter situations that present ethics issues, and are given several choices. At the end of each job you learn whether you did well enough to move to the next level. The final rule on Standards of Ethical Conduct requires that agencies of the Executive Branch conduct Annual Ethics Training for all employees who are required to file reports of financial interests, SF-278 or SF-450. The Office of Government Ethics regulations allow the head of an agency to designate employees to receive annual ethics training. On September 6, 1995, Secretary O'Leary approved a recommendation that all Department employees above GS-12 receive annual ethics training, whether or not they must file f</p>
HRI184	PERFORMANCE MANAGEMENT WORKSHOPS	24	360	Office of Personnel Management	<p>Workshops include: Basic Performance Management - designed to provide a basic understanding of performance management and its various components for anyone new to the areas of performance appraisal and awards or who just wants to brush up on them, Measuring Employee Performance - designed to help the participant learn how to determine what objectives to measure at the work unit level, develop performance elements to support those objectives, develop work unit and individual measures and standards, and determine how performance will be monitored, and Understanding Awards - designed to provide a solid understanding of the bases and forms of awards, eligibility issues, the distinction between recognition and incentives, alignment of awards with organizational goals, and what's legal vs. what's appropriate.</p>
HRI185	UNDERSTANDING AWARDS	8	120	Office of Personnel Management	<p>This workshop is designed to provide a solid understanding of the bases and forms of awards, eligibility issues, the distinction between recognition and incentives, alignment of awards with organizational goals, and what's legal vs. what's appropriate.</p>

LGL103	Freedom of Information & Privacy Act	24	0	Legal Education Institute	At the conclusion of the training, participants will: Have a better understanding of the application of recent court decisions and their impact on DOE operations, Be able to apply current case law to the execution of exemptions under FOIA, Have a better understanding of the impact of recent court cases on DOE FOIA activities, Have a better understanding of the requirements and responsibilities of maintaining records on individuals, Have a better understanding of contemporary privacy issues, Have a better understanding of Privacy Act court cases and how they impact DOE
LGL105	Construction Contract Law	8	240	WSU-TC Professional Developmen	A clear, easy to understand course that will teach you about the nature of construction contracts. You'll find out about the legal issues and trends being discussed most often in the construction world. Court cases will be used to give reasons behind legal solutions.
LGL106	CHAPMAN WORKERS' COMPENSATION LEGAL SEMINAR	16	385	Washington Self-Insurers Assoc	This course is designed to provide valuable insight into key legal decisions and case law which will improve decision-making capacity regarding the complicated workers' compensation issues that directly affect employers.
LGL109	Statutory, Regulatory, and OPM Guidance Systems for Federal Personnel	8	0	•No Longer Offered	This course focuses on the many components of the regulatory systems and how to reference them. Federal Law, Federal Regulations, Executive Orders, Provisional Federal Personnel Manual, Regulatory Agency Guidelines
LGL111	Latest Developments In EEO Laws and Procedures	6	140	•No Longer Offered	This session covers the latest developments in EEO law and practice. Topics include: EEOC's interpretation of the new 29 CFR 1614 regulations, i.e., dismissal of complaints, timeliness, and whether a person has suffered sufficient injustice to be "aggrieved", Changes in Federal sector EEO complaint processing, including the new discovery process at EEOC hearings, Understanding and processing sexual harassment complaints
LGL113	Model Toxics Control Act	8	325	Law Seminars International	This seminar will provide an in-depth analysis of recent changes in Washington's Model Toxics Control Act (MTCA), including: the Port Amendments; administrative options; no further action letters; enforcement priorities; risk and cleanup levels; remedy selection; evaluation; action levels; and current petroleum cleanup issues.

LGL114	Issues in Federal Cultural Resource Compliance	16	325	National Preservation Institut	Review of legal requirements under the National Historic Preservation Act, Native American Graves Protection and Repatriation Act, Archeological Resources Protection Act, American Indian Religious Freedom Act, National Environmental Policy Act, Federal Records Act, and Executive Orders 12898, 13006, and 13007. Participants will explore issues of coordination compliance with all of these authorities.
LGL117	Freedom Of Information Act For Attorneys And Access Professionals	16	0	Legal Education Institute	The case law and policy developments under the FOIA are analyzed through both lectures and workshops. Workshops on FOIA exemptions emphasize the criteria for making both exemption applicability and discretionary disclosure determinations
LGL118	Workers' Compensation: Issues & Strategies	8	149	Legal Education Seminars	Learn how to: Get claims allowed and benefits paid, Deal with self-insured employers, their representatives and attorneys, Present a winning case at the Board of Industrial Insurance Appeals, Win in Superior Court, Determine and negotiate third-party liens
LGL120	Native American Graves Protection & Repatriation Act: Imple. & Pract. Applic.	24	375	Society for American Archaeolo	This course is designed to help those affected by the law to comply in a timely and meaningful manner. As the law invites litigation, the course is also focused on an understanding and recognition of potential problem areas in order to allow for prospective planning and avoidance of court intervention.
LGL122	Workers' Compensation Certification Study Course	24	229	Washington Self-Insurers Assoc	This refresher course in claims handling is designed to assist individuals in finding and applying the correct Medical Aid rules, RCW and WAC regulations. It will help individuals to perform the correct calculations involved with PPD awards, Time Loss amounts and Loss of Earnings Power Capacity.
LGL123	Washington Construction Law	8	169	Lorman Education Services	Topics covered include: Before Award, As the Job Progresses, When a Major Problem Arises, The Role of the Surety, Alternatives to Court
LGL124	1999 WSIA Annual Conference	16	259	Washington Self-Insurers Assoc	Topics to Be Included: WSIA Business Meeting & Elections, Are you one of the Working Wounded?, Doing More with Less, Utilization in Work Comp Cases, Changing Culture of Worker's, Technology and it's Impact on Worker's Compensation.

LGL126	Administration of Government Contracts	40	1175	George Washington University -	You'll learn the principles that govern the rights and obligations of the government and the contractor under various contract types, as they have been defined by statute, regulation, and decisional and case law. You'll learn about situations that can lead to contractor claims against the government, the legal theories used to support such claims, and the techniques by which the government protects its interests and obtains contractor performance. You'll be prepared to prevent or resolve problems in every facet of the contract administration process.
LGL127	Understanding the Tri-Party Agreement	4	75	Quality Training and Resource	This course presents the major elements of the Tri-Party Agreement and methods of working with the agreement. The course includes recent negotiated changes to the agreement.
LGL130	Service Contract Act - Basic Labor Law Training	4	0	Fluor Daniel Hanford	This training involves not only a discussion of the basic tenants of the McNamara-O'Hara Service Contract Act of 1965 (MOSCA) but also the relationship of this law to other Federal labor laws including, but not limited to, the Fair Labor Standards Act (FLSA), Davis Bacon Act (DBA) and Walsh Healey Public Contracts Act (PCA). Topics to be covered include: Labor law comparison; Principal purpose of the SCA; Exemptions, 541, statutory, administrative; Typical SCA contracts; SF 98/98a requirements; Conformance actions; Price adjustment.
LGL131	Worker's Compensation: A View from the Board	8	95	Board of Industrial Insurance	This program will review the fundamentals of practice before the Board of Industrial Insurance Appeals. Sessions include: Rules of Practice and Procedure, Presbycusis - Hearing Loss, Occupational Disease, Mediation "Survival S", Prima Facie Elements, LEP, WISHA Litigation, Employer/Employee Relationships, Ethics at the Board with Pro Se Litigants
LGL132	Determining Cost-effective Litigation Strategies Through Risk Anal. & Mgt.	8	150	University of Washington Schoo	Learn to apply the science of risk analysis in every case no matter its size! Know when to settle (or litigate), and when to determine more precisely what to settle for.

LGL134	Affirmative Action After Adarand	8	295	Federal Publications Inc.	Topics covered include: What you must know about the U.S. Supreme Court decision in Adarand Constructors Inc. vs Federico Pena et al., The application of strict scrutiny standards to racial or ethnic-based plans in contracting, health, education, and Federal employment, What government entities can do through disparity analyses demonstrating remedial necessity, The status of affirmative action for women, The status of diversity as a goal in affirmative action, The future of Executive Order 11246, Revised Order 4, etc. and implementing goals and timetables, Options to consider for contractors & subcontractors in contract competitions involving set-aside contracts.
LGL135	State Tax Workshop	5	45	Washington State Bar Associati	Topics covered include: Working with the Dept. of Revenue, What does regulatory reform mean to you?, Property tax applied to intangibles?
LGL136	Land Use Certificate Program	32	650	University of Washington Schoo	Over a series of eight half-day sessions, you will gain a detailed grounding in the most critical, fundamental and practical issues and tasks every excellent land use practitioner must know. One of the key elements of this certificate course will be a comprehensive overview of all key land use and environmental issues, so that participants in the course will have both a big picture understanding of the area and a detailed understanding of the key specific laws and regulations.
LGL137	Archaeological Collections Management And Curation	8	125	Heritage Resources Management	This course is an overview of collections management and curation and will include discussions on the legal background, requirements and policy. Also included will be the relationships between managers of collections and practices and benefits of collections management. The course will be tailored to the priorities of the participants.
LGL139	Assessing the Archaeological Significance of Historical Sites	8	125	Heritage Resources Mgt. Div. o	This course teaches participants how to assess the archaeological significance of historical sites.
LGL140	Archaeological Resources Protection Act Training for Law Enforcement Officers	16	50	Confederated Tribes of the Uma	This course will provide an overview of archaeological resources crime, an understanding of the statutes and Resources Protection Act (ARPA). Simulated archaeological sites will be looted, and class participants will investigate the crimes. The class will be taught from a tribal perspective. Elders from local tribes will talk about cultural resources and the sensitivity of the resource.

LGL141	Legal Requirements for Records and Information Management Programs	8	135	Association of Records Manager	Topics include: Business records and the law, Legal requirements for records technology, New legal issues, Legal liability of the Records-Information Management Professional, Legal requirements for records retention, Records discovery issues, Legal requirements for electronic mail and electronic records, Legal responsibility for records in a corporation
LGL142	Cultural Resource Management Plans: Preparation & Implementation	16	275	National Preservation Institut	Participants will learn how to develop an individual cultural resource management plan for their facility. Using group exercises, discussions and computer presentations, managers and planners will be guided through each step of the planning process. The program includes an overview of the latest computerized integration of GIS programs and CRMPs.
LGL143	Indian Culture and Government, Intro to	32	85	Confederated Tribes of the Uma	Topics include: Native Culture and Lifestyles, Treaty of 1855, Tribal Sovereignty, Co-Management of Natural Resources, CTUIR's Governmental Structure, How to Most Effectively Work with the CTUIR
LGL144	Notary Public Service - Your Hidden Liability	4	85	Attorney and Notary Supply of	This seminar is a four hour session concentrating on Washington law, and is taught by a Washington Notary Public. Topics include: What is a Notary, What are the responsibilities of a Notary, What are the liabilities involved for the Notary and the employer
LGL145	Cultural and Natural Resource Management	16	595	WSU-TC Professional Developmen	In this workshop you will learn to understand the primary laws affecting cultural and natural resource planning including: National Environmental Policy Act (NEPA), National Historic Preservation Act, Floodplains and Wetlands Executive Order, Clean Water Act, Endangered Species Act, Archeological Resources Protection Act of 1979 You will learn to find and how to use the agencies associated with the primary laws affecting cultural and natural resources.
LGL146	Freedom of Information and Privacy Act Workshop	16	345	Graduate School, USDA	Major topics include: Advising managers on which records can remain undisclosed, Responding fairly to the public's right to know, Keeping personnel information private, Keeping proprietary corporate information private, Sanitizing information to make it releasable, Setting up correspondence identification and response tracking systems, Getting advice on cases too close to call

LGL147	Worker's Compensation in Washington: Developmnt, Prep and Settlement of a Claim	8	159	National Business Institute	Major course topics include: Recent Developments Impacting Worker's Compensation, Employer's Obligations for Safety at the Workplace, Important Issues to be Aware of Once a Claim is Filed, Current Medical Issues in Worker's Compensation, How to Help the Employee Get Back to Work, In Your Client's Best Interests, Ethical Considerations, Hearings, When Voluntary Settlement Cannot be Reached
LGL148	Environmental & Land Use Law Section Midyear Seminar & Meeting	12	319	Washington State Bar Associati	Learn how to avoid having your case dismissed on a procedural technicality. Learn how Washington State compares to other states in approaches to brownfield redevelopment. Learn recent changes in the Model Toxics Control Act Regulations. Learn about EPA's tough new air quality standards for ozone and fine particles. Hear legislative updates on land use and related issues.
LGL149	Cultural Resources and NEPA	40	625	University of Nevada	The course will explore how cultural resources should be addressed when doing environmental impact analysis under NEPA and how to coordinate compliance with NEPA and NHPA.
LGL150	Legal Writing Seminar	8	175	Institute of Continuing Educat	At this seminar you will learn how to write more efficiently, what to think about before you begin, and how to evaluate the quality of your writing. Learn how to recognize and avoid the common causes of ineffective writing. This program will combine a lecture format with short in-class exercises designed to help you improve and sharpen your legal writing skills.
LGL151	Identification and Management of Traditional Cultural Places	16	275	National Preservation Institut	Learn how to define and identify traditional cultural places, how to evaluate impacts upon them and how to balance development needs against the protection of traditional values. Many places are imbued with importance because of theirciation with significant traditional practices. These include Native American sacred sites, landscapes that figure in local community traditions and elements of the built environment. The class examines standards of eligibility for the National Register of Historic Places using the video "Through the Generations" and National Register Bulletin 38, both authored by the instructor, Review applicable protective statutes and case sties, and examine issues and places of particular interest to participants.

LGL152	Northwest Trial Mastery Program	32	699	University of Washington School	Topics covered include: Superior Strategies for Handling the Top Three Challenges in Every DUI Case, Improving Pretrial Litigation, Negotiation and Ethics, The Psychology of Legal Persuasion, Improving Critical Trial Skills, Improving Cross-Examination, Ethics, Technology and The Future.
LGL153	Protests and Debriefings	8	0	Ellen Elsen	Topics covered include Introduction to Bid Protests, Protest Forums, Causes of Protests, and Debriefings.
LGL154	Trying Cases To Win	16	350	U of W School of Law	Topics covered include: Mastering The Stern Method Principles of Opening Statements, Four Ways to Construct an Opening, Four Levels of Advocacy, Constructing the Stern Case Theory, Direct Examination, Advanced Applications of The Stern Method
LGL155	Cultural Resource Management	8	0	National Park Service	This course will define the statutory responsibilities for managers to develop programs and plans for archeological resources, identify the basic elements of sound historic preservation plans and how management of archeological resources facilitated by these plans. It also will relate historic preservation plans to objectives for agency missions and describe how such plans are integrated. The course will compare and contrast historic preservation plans for single and multiple resources.
LGL156	Cultural and Natural Resource Management	16	595	ShIPLEY Environmental	Learn to identify stewardship responsibilities included in major cultural and natural resource laws and regulations, explore the need for integrated resource planning, and survey cultural and natural resource legal compliance steps and learn to integrate compliance into the agency mission.
LGL157	Native American Law Symposium	8	125	University of Utah	Topics covered include: Case Law and Legislative Update in Federal Indian Law, Defining the Role of the Federal Trust Relationship Under NAGPRA and NHPA, NAGPRA, NHPA, and Freedom of Religion: Land Use Implication of Religious Practices, Reaching a Common Ground: Ethical Consideration for Government and Private Attorneys, Repatriation versus Preservation, Perspectives and Trends, NAGPRA and NHPA: A Business Development Perspective, Federal Criminal Jurisdiction in Indian Country
LGL159	Legal Issues Seminar	8	115	ARMA - Boise Valley Chapter	Speaker John Montana will be addressing legal case examples related to Records Management issues, including: Legal case examples with emphasis on e-mail, Electronic Records Media, Electronic Data Interchange

LGL160	Trial and Appellate Practice	8	100	Benton Franklin Bar Associatio	Guest Speakers by Leaders of the Bench and the Bar. Hon. Evan Sperline, Hon. Dennis Sweeney, Hon. Richard Guy, Tom Chambers, Dan Keefe, and James Vache.
LGL161	Archeological Site Field Protection & Preservation, Introduction to	20	250	Hammer	Topics covered include overview of reservoir shoreline impacts and archeological sites, a video entitled ENGINEERING SOLUTIONS FOR HERITAGE PRESERVATION, factors affecting archeological site recession, overview of archeological site protection projects, environmental engineering features for site protection, site protection by intentional burial, agency management considerations for site protection projects, implementation considerations for environmental engineering projects, and technical information and support sources. There will be visits to the HAMMER Test Bed, Priest Rapids Reservoir, White Bluffs Slide and Locke Island Overlook, and the Columbia Park Bank Protection Project.
LGL162	American Indians and Cultural and Natural Resource Management	24	165	Rocky Mountain Region	This course offers a comprehensive overview of treaties, laws, executive orders, regulations, policies, and court cases that address American Indian access to and use of cultural and natural resources managed by federal agencies. This course combines classroom learning with group discussions of real world situations where conflicting priorities, laws, and legal mandates are explored.
LGL163	Workers Compensation in Washington	8	189	Lorman Education Services	This is a seminar on the worker compensation process and issues in Washington in order to learn how an employer can effectively manage these claims while staying in compliance.
LGL164	Law School for the Safety, Health and Environmental Professional	32	425	Amer Soc of Safety Engineers	Topics include: Fundamentals of the Law and the American Legal System, Negligence, Defenses to Negligence, Workers' Compensation, Insurance Law, Anatomy of a Lawsuit, Bar Examination, Expert Testimony and Impeachment, and Trial Demonstration.
MST101	Supervision, Introduction to (FMDP SMC03)	40	545	Graduate School, USDA	Major topics include: * The "Big Ten" most common personnel problems facing government supervisors * Providing feedback that motivates employees * Delegating work confidently * Ethical issues and standards of conduct for government employees * Managing employee performance * Motivating under performers * Managing a diverse workforce * Interpreting and responding to nonverbal cues from your staff * Meeting customer expectations * Fr primary leadership styles and when to use them * Identify staff training needs

MST102	Supervision and Group Performance	40	545	Graduate School, USDA	Major topics include: * How to diagnose a group's current stage of development * Strategies to improve productivity and morale * Planning and facilitating a productive meeting * Negotiating individual and group conflicts * Understand the dynamics of change, the reasons for resistance and the skills needed to implement change
MST103	Executive Development Seminar	80	2775	Opm	This seminar provides the information and skills senior managers need in making the transition to executive positions. Special attention is given to the role of a career executive in the public political environment. The Executive Development Seminar is developed around the DES Executive Core Qualifications and concentrates on strategic vision and organizational representation and liaison.
MST104	Pre-Supervisory Workshop	16	295	Graduate School, USDA	Major topics include: * Three personal attributes most relevant to supervisory success * Distinguishing between supervisory and non-supervisory work * Dealing with the most common problems facing new supervisors * What skills and aies you need to succeed in supervision
MST105	Coaching Skills for Managers & Supervisors	16	195	Fred Pryor	Learn how to inspire, motivate, counsel, lead, and create winners. This seminar is designed to teach you powerful coaching methods to turn even problem employees into super-productive, motivated winners.
MST106	Time Management	8	185	Graduate School, USDA	Major topics include: * Analyzing your current habits and making improvements * Setting priorities * Handling ringing phones, meetings and unexpected visitors * Taking control of your time clock * Using personal planner/organizer book
MST107	Creative Problem Solving	24	395	Graduate School, USDA	This course builds upon your present creativity skills by using stimulating exercises and creative problem solving methodologies. It reinforces or challenges your personal attitudes toward creativity and explores how to overcome orgaional impediments and individual barriers to improve quality in your organization.
MST109	Management Functions and Techniques	24	395	Graduate School, USDA	Learn critical supervisory skills that will help you organize, direct, and control the activities of your organization to yield positive results. Create a work environment that minimizes confusion, false starts, and time-wasters. Major topics include: * Making maximum use of the resources available to you * Proven strategies for organizing, directing and controlling the activities of your group * How to balance competing demands and interests to fulfill your unit's mission * Techniques for shifting priorities and resources for maximum results * Responding to your customers

MST110	EEO for Supervisors and Managers	16	295	Graduate School, USDA	Major topics include: * Employer defenses against charges of discrimination * Management's role in the Affirmative Employment Planning process * Management's rights in the EEO complaint process * Discrimination complaint procedures *venting sexual harassment * Managing diversity * Employer obligations to the complainant and the accused
MST111	Supervising Problem Employees	16	295	Graduate School, USDA	Problem employees adversely affect productivity, morale, motivation and team effectiveness. This course will help you learn how to deal more effectively with a broad range of problem employees. Major topics include: * Effective stras for handling difficult employees * The role of the Employee Assistance Program * Building positive relationships * Pinpointing causes of disruption * Discouraging problem behavior
MST112	Federal EEO Programs, Introduction to	24	415	Graduate School, USDA	Major topics include: * Groups entitled to special protection * Using the special emphasis programs effectively * The EEO Complaint process * The role of EEOC, OPM, FLRA, MSPB and Special Counsel * Personal liability of agency officials
MST113	On Line Leadership Development Mentoring At Hanford (Tuition Prorated)	80	1000	Pnnl	The On Line Leadership Development effort is a model program designed to develop basic leadership skills and behaviors in front line supervisors and other leaders. The program relies on the dynamics of interaction from a diverse group of individuals from within the organization, working as an intact team over a prolonged period of time, to bring about lasting behavioral changes. The seminar approach models a participative management style, while fostering attitudes and behaviors that will improve the participants' ability to bring about cultural changes in their groups and organization.
MST115	Personnel Management for Supervisors (FMDP SMC01)	40	0	Doe-Hq	This is a 2-phase course that provides the initial 40 hours of training required for new first-level supervisors serving a probationary period in the Department of Energy. Phase 1 is self-instructional and covers 13 key areas of personneagement critical to effective supervision. The Phase II classroom sessions covers, in depth, six of the key areas studied in Phase 1: 1) Position Classification and Position Management; 2) Staffing; 3) Performance Appraisal Process; 4) Employee Perfmance and Conduct; 5) Grievance Procedures and Labor Relations 6) Equal Employment Opportunity (EEO).

MST121	Changing Dimensions in DOE	32	0	Doe-Hq	Participants will learn the new way of business management in DOE, change techniques, and assess readiness for change. They will understand changing DOE influences and perspectives, develop a change plan, experience the public policy process, and assess the external factors affecting DOE. Participants will also learn the basic principles of personal decision making during changing times and begin a personal action plan.
MST123	Employee Performance and Conduct Problems	16	295	Graduate School, USDA	Major topics include: * Deciding on penalties for misconduct * Documenting problems * Planning for performance improvement * Dealing with absenteeism
MST124	Management Development Seminar	80	2395	Opm/Doe-Hq	This seminar provides an opportunity for experienced managers to develop new capabilities as well as enhance those which have supported their management excellence in the past. The purpose of this seminar is to assist managers and executives in achieving continuous organizational improvement. It provides information on trends affecting management behaviors and processes and current developments in the following areas: Public Service Environment: Public/private realities, Administrative initiatives, Legal issues, Political, economic, social and future trends, Organizational cultures; Leadership and Organizational Dynamics: Leader/follower roles, Managing individual differences, High-performing groups, Power, influence and motivational patterns, Innovative management approaches, Ethics and integrity, Reality-based problem solving.
MST125	Benchmarking, Basics of	16	645	International Benchmarking Cle	Topics covered include: - Benchmarking Skills -New and Improved Organizing & Managing Benchmarking -Common Interest Groups -Workshop On Internal Benchmarking and the Transfer of Best Practices
MST126	How to be a More Effective Team Leader	8	99	National Seminars Group	Major topics include: - From Manager to Team Leader: How to Make the Transition with Ease - Building a Team with Vision and Purpose - Valuing the Individual - Strengthening the Team - How to Lead Meetings that Make a Difference - The Leader's Role in Conflict, Change, and Adversity - Communication Skills that Net Great Reward for Leaders - Growing Your Leadership Skills . . . and Ensuring On-Going Career Success

MST127	Aspiring Leader Program	120	1995	Graduate School, USDA - Career	The program includes three five-day residential seminars designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development and provide a forum for exploring and addressing current issues facing susors and managers in the federal workplace. The first week focuses on individual development needs, self direction, team building, leadership skills, team formation and interpersonal skills. The second week concentrates on team performance, conflict, decision making/problem solving, interpersonal c munications, diversity in the workplace and flexibility. The third week emphasizes oral communications, self-direction, and leadership.
MST129	Alternative Dispute Resolution	16	350	Graduate School, USDA	Course contents include: * Legal mandates about ADR * Locating experts on ADR * The benefits and efficiencies of ADR * Procedural requirements of ADR * Developing essential mediation skills.
MST130	Management Analysis: Planning	32	485	Graduate School, USDA	Topics covered include: - Basic organization and management theory - Fact-gathering techniques - Simple descriptive statistics and their use in presenting data - Fundamental work measurement methods
MST131	Team Leadership Essentials	24	295	Graduate School, USDA	Major topics include: * How to develop clear, agreed upon goals * Your role as team leader when conflict arises * Collaborative problem solving techniques * Team decision-making processes * Creating a vision for the new organizationppreciating differences in behavioral styles * Evaluating your team's effectiveness
MST132	Transitioning to a Team-Based Environment	16	295	Graduate School, USDA	Major topics include: * Creating a vision for the new organization * Using the tools you need to create a successful team-based organization * Planning the transition to a team-based structure * The dynamics of change and the loss cyRedesigning organizational systems to support the team structure * Predictable phases of implementation and what leadership skills are needed at each phase
MST133	Issues in Science and Technology	40	3500	Brookings Government Affairs I	You will gain insights on current and future developments in science and technology policy affecting your field.
MST134	Accelerating Change: A Practical Guide to Implementation	16	495	Implementation Management Asso	- Accelerating Change - Define the Change - Assess the Climate - Identify the Change Approach - Generate Sponsorship - Target Readiness - Create Cultural Fit - Build Change Agent Capacity - Motivation Planning - Communication - Integrate Planning

MST135	Managing the Federal Employees Discipline and Performance Process	16	400	Brookings Government Affairs I	Major course topics include: - Rights and Responsibilities of Managers - Personal Liability from Employees Lawsuits - Proving a Misconduct Case - Informal and Formal Discipline - Appeal Rights - Performance-based Actions - Discrimon - Whistleblower Retaliation - Employees with Disabilities - Insubordination - Critical and Malicious Statements - Employee Speech and the First Amendment - Threats and Violence - Misuses of Government Property - Leave Problems - Sexual Misconduct
MST136	Finance and Accounting for Non-Financial Managers	8	195	Fred Pryor	This seminar was developed to meet the specific needs of non-financial managers. You'll learn the basics of accounting and finance in easy-to-understand layman's terms.
MST137	Applying Benchmarking Skills	24	650	International Benchmarking Cle	Topics covered include: - Benchmarking Skills -New and Improved Organizing & Managing Benchmarking -Common Interest Groups -Workshop On Internal Benchmarking and the Transfer of Best Practices
MST138	Professional Dissent Training	4	0	Ms. Billie Garde / Flour Danie	The focus of the presentation will be to assist managers in recognizing situations which may result in whistleblowing, retaliation, or the perception by employees of retaliation. Skills for recognizing and avoiding these situationl also be discussed. In her presentations, Ms. Garde provided a diverse perspective on dealing with the dynamic environment of employee concerns, retaliation, the 'chilling effect', and the significant issues associated with each.
MST140	Accountability-Based Culture Change Workshop	24	1450	Impaq	The following topics will be covered: - Accountability-Based Change - Defining Business Outcomes - Establishing Accountability-Based Change Systems - Implementing Accountability-Based Leadership Systems - Implementing Operational Sywith Employees - Evaluating and Fine-Tuning Organizational Systems
MST141	Personnel Management, Introduction to	24	395	Graduate School, USDA	The following topics will be covered: * Position classification, position management and merit promotion principles * Performance management requirements * Labor/employee relations and EEO procedures * Training and recruiting adtrative requirements * Staffing and Placement
MST142	Management Analysis: Data Gathering (Tuition Prorated)	32	280	Graduate School, USDA	Major topics include: * Effective study preparation techniques * Well-founded research design methodologies * Presenting your findings to management * Planning a management study * Scheduling and controlling a study using charting tools * Developing work measuremes * Evaluating tools * Preparing a cost-benefit analysis

MST143	Management Analysis: Statistical Review	32	475	Graduate School, USDA	Major topics include: * Selecting the best techniques for your organizational analysis * Zeroing in on organizational problems * Applying quantitative analysis methods effectively * Producing useful studies on efficiency, productivity economy * Developing a workable timeline and budget for your study
MST144	Supervisor Development Program	16	0	CTA (Central Training Academy)	This program provides attendees with a working concept of the principles and techniques of supervision. The course includes discussions involving the critical information and tools necessary for effective leadership of personnel and of logistics, fiscal responsibilities, and time management. Additional subject matter encompasses discipline and grievance issues, recognition and reward power, empowerment, motivation, and training.
MST145	Leadership for Team Results: The Management Grid Seminar	40	1795	Oregon Leadership Institute	Major course topics include: - Personal Learning - Increasing Team Effectiveness - Managing Intergroup Conflict - Improving Organization Culture
MST147	Benchmarking Business - Applying the Best Practices of Business to Gov Operation	40	3500	The Brookings Institution	Major course topics include: - National and Global Business Climates - New Approaches to Strategic Planning and Technology Investment - Organizational Change Management Initiatives to Increase Competitiveness and Performance - Organizational Efforts to Develop Work Teams and Transform Human Resources Management Approaches - Changing Roles and Relationships between Business and Government and Opportunities for Future Cooperation
MST148	Supervising and Managing Challenging Employee Behavior	24	1030	American Management Association	Supervising hyperactive and inhibited employees Handling aggressive, passive-aggressive, and passive people Managing difficult people in groups Managing differences and conflict Learning assertiveness, leadership, and behavior modification skills Improving communication skills for supervising difficult and different people. Avoid confusion of difficult behavior with other problems Developing personal action plans Learn how to analyze specific problems Help managers relieve their own stress through stress-freeing techniques Recognize the 17 types of difficult employee behavior Learn group dynamics tools Differentiate alcoholism and family problems from difficult employee problems
MST149	Emotional Intelligence: The Competitive Advantage	8	299	Dr. Robert Cooper	Learn the ability to sense, understand, and effectively apply the power and acumen of emotions as a source of human energy, information, connection and influence - Emotional Intelligence.

MST150	Energy Management Teleworkshop	32	0	Orise	There is a module for each of the EPACT trained energy manager proficiency areas and a module each for water management, financing, and energy conservation opportunities in maintenance and design areas. Using a live, satellite uplink, thteractive format includes brief lectures supplemented by examples, real life scenarios, question and answer sessions, and problem solving.
MST151	Benchmarking for Improvement (Train-The-Trainer)	24	0	Doe-Hq	Topics covered include: -The "Process" Concept -The steps involved in the benchmarking for process improvement - The impact of cultural change -The role of management in business benchmarking process reengineering -The different reengineerools and techniques -The benchmarking and reengineering jargon - The necessity for preparation, communication, commitment and measurement for success -The expectations and outcomes resulting from the benchmarking and reengineering process
MST153	Personnel Management for Supervisors and Managers	40	560	Graduate School, USDA	Major topics include: * Merit principles and prohibited personnel practices * Position management and classification * Staffing and placement * Performance appraisal and incentive awards * Training and development * Employee relat* Benefits * Labor/management relations * RIF
MST155	Mentoring Skills	8	135	Graduate School, USDA	Topics covered include: * How to write an effective mentoring contract * Providing feedback * How to conclude a mentoring relationship * Critical skills and key principles that support successful mentoring experiences * Potentinefits and pitfalls of mentoring programs
MST156	Shared Leadership In The New Workplace	16	295	Lessons In Leadership	You will learn why every worker, everywhere, is vital in today's global communications complex and how all of us can and must contribute to shared leadership through sincere cooperation and true teamwork. Each person in attendance wil"up close and personal" with the idea that petty politics, spreading secrets, and hoarding power with hidden agendas are out; shared leadership, team learning, and go-getter attitudes are in; that constant change isn't a threat, but an opportunit In short, misunderstandings are out.
MST157	Management Seminar, Advanced	40	595	Graduate School, USDA	Topics covered include: * Applications of planning and communications models * Advanced problem-solving processes * Systems analysis * Means-ends analysis * Design criteria charting * Developing and evaluating managerial strategies

MST158	Position Classification for Supervisors and Administrative Staff	16	295	Graduate School, USDA	Major topics include: * Preparing well-written position descriptions * Interpreting and applying classification standards and guides * The Federal Wage and the General Schedule systems * Selecting occupational groups and series * Preparing an evaluation statement * Evaluating supervisory and lead positions
MST159	Position Management	16	295	Graduate School, USDA	Topics covered include: - Position management and organization design concepts - Work unit structuring - The roles of economy, efficiency and effectiveness in position management - Solving problems through the application of position management tools - Costing out position management options - Practical applications using position management principles and methods
MST160	Effective Work Delegation	24	145	National Independent Study Cent	Topics covered include: Key Principles and Techniques of Work Delegation, Basic Steps of Work Delegation, How to Monitor Delegation
MST161	Labor Relations for Supervisors and Managers	24	395	Graduate School, USDA	Topics include: * Implementing good-faith bargaining * Techniques and procedures of contract administration
MST162	Internal Benchmarking and Transferring of Best Practices	3	0	International Institute for Le	Looking inside one's industry to identify quantitative benchmarks and qualitative best practices is a key to developing creative insight and innovative problem solving.
MST163	Earned Value Management Systems	16	575	King Communications Group, Inc	This is the new mandated decision-making tool for project managers. Attendees will hear the current status of Earned Value Management (EVM) and the EVM implementation approach in some of the key Federal departments and agencies. Hear the future challenges and directions in Federal implementation. Learn the acquisition management requirements of the Federal Acquisition Streamlining Act (FASA) of 1994, and the Information Technology Management Reform Act (Clinger-Cohen Act) Hear how they have been integrated with the Government Performance and Results Act requirements for strategic planning and annual performance plans into new guidance for funding capital asset acquisitions. Find out what it means for your program now that these new acquisition policies are defined in Budget documents for the first time and which required that EVMS concepts be utilized on all capital asset acquisitions.

MST164	Life Education Leadership Program Retreat I	28	1500	Life Education, Inc	<p>The year-long program is designed specifically to teach leaders how to guide managers to more impactful states of mind. Unlike traditional development approaches, this program is based on an inside out process. It is designed to teach how to access every deeper levels of wise perspective and profound understanding about people. As their understanding deepens about basic principles governing the thinking and behavior of people, leaders become increasingly effective as internal change agents.</p>
MST165	Life Education Leadership Program Retreat III	28	1500	Life Education, Inc	<p>The year-long program is designed specifically to teach leaders how to guide managers to more impactful states of mind. Unlike traditional development approaches, this program is based on an inside out process. It is designed to teach leaders how to access every deeper levels of wise perspective and profound understanding about people. As their understanding deepens about basic principles governing the thinking and behavior of people, leaders become increasingly effective as internal change agents.</p>
MST166	Management and Oversight of Training and Qualification Programs	16	0	INEL Institute	<p>Participants discuss their role regarding training and qualification programs in developing a competent workforce. An overview of the Systematic Approach to Training (SAT) is provided, including lessons learned regarding each SAT phase. Participants review the objectives and criteria for use when evaluating training and qualification programs, identifying their specific roles/ responsibilities in the evaluation process. The final lesson allows participants to discuss lessons learned and success stories of key issues surrounding the management and oversight of training and qualification programs.</p>
MST168	Tough Stuff Training	24	250	LIOS Continuing Education	<p>Tough Stuff is an advanced training that trains for "hard" skills, such as the increased capacity to make tough decisions while keeping in touch with those who disagree with that decision. This competency-based training will focus on the ability to utilize conflict - that is, tough situations - toward productive ends. Getting things done in any organization requires the interaction of people. Whether change is externally or internally driven, it takes the cooperation of people to successfully implement a change process. People who are leaders of these change efforts and those who are responsible for implementing the change need to have skills to work together effectively. Tough Stuff is designed to provide basic skills for dealing with these tough situations.</p>

MST169	Life Education Leadership Program Retreat IV	28	1500	Life Education, Inc.	The year-long program is designed specifically to teach leaders how to guide managers to more impactful states of mind. Unlike traditional development approaches, this program is based on an inside out process. It is designed to teach how to access every deeper levels of wise perspective and profound understanding about people. As their understanding deepens about basic principles governing the thinking and behavior of people, leaders become increasingly effective as internal change agents.
MST170	Special Emphasis Program Management Workshop	24	435	Graduate School, USDA	Major topics include: * Overview of EEO in the federal government * Allocating resources to FEORP, affirmative employment and special programs * Publicizing the Special Emphasis Program * Conducting briefings and presentations * The complaint process * Sponsoring SEP activities * Important program tools * Sexual harassment
MST171	Life Education Leadership Program Retreat II	28	1500	Life Education, Inc.	The year-long program is designed specifically to teach leaders how to guide managers to more impactful states of mind. Unlike traditional development approaches, this program is based on an inside out process. It is designed to teach how to access every deeper levels of wise perspective and profound understanding about people. As their understanding deepens about basic principles governing the thinking and behavior of people, leaders become increasingly effective as internal change agents.
MST173	Dynamics of Public Policy	80	2850	Opm	This seminar provides an understanding of the political, social, economic, and cultural environment in which United States public policy is initiated, developed, and implemented. Using the Constitution as a foundation, the seminar examines the major policy-making institutions as well as the non-governmental institutions and forces, whose dynamic interaction shapes public policy. Through informational background sessions and through a highly interactive, seminar-long public policy simulation exercise, participants acquire both background knowledge and practical experience in functioning in the public policy arena.
MST174	Registered Environmental Manager Course	16	595	National Registry of Environmental	This is a televideo class that covers most environmental regulations. The class is held four hours each day with a four hour exam on the last day that is administered by the National Registry of Environmental Professionals (NREP) on a go at your location. Completing eligibility pre-requisites and passing the test allows one to become registered as an Environmental Manager, i.e., certified by the REM organization.

MST175	Mediation Training, 40 Hr Basic	40	650	Dispute Resolution Center of S	Course topics include: - Context and Overview of the Mediation Process - General Mediator Skills - Preparing and Opening the Mediation - Information Sharing - Defining Issues and Understanding Interests - Generating and Evaluating solutions - Agreeing on Solutions - Special Challenges in Mediation - Mediator Ethics
MST178	Leadership: Change, Challenge and Empowerment	24	395	Graduate School, USDA	Topics covered include: * Leadership * Visioning * Empowerment * Achieving organizational objectives.
MST181	Managing Human Performance	16	0	WSU-TC Professional Developmen	Major course topics include: * Know the difference between results and skills * Using class examples, learn how to address common objections from employees about setting expectations * Through case studies and class practice, you learn how to conduct an expectations discussion * Using the STAR concept, learn a process for constructing behavior examples and know how to give meaningful, timely feedback
MST182	THE CONVERSATION	32	1175	Arnold Siegel & Company, Inc.	Individuals can hope to learn a creative, disciplined way of being, self mastery, personal authority, responsibility, and the ability to transform many patterns of being that make up who individuals are.
MST184	Leadership & Supervisory Skills for Women	8	69	National Seminars Group	Learn how to build your effectiveness, impact and achievement as a woman manager or supervisor. Project a more powerful image. Strengthen your personal leadership style. Learn the "how to's" of supervising people. Communicate more effectively. Understand the real differences between men and women at work. Handle workplace conflict. Position yourself on the management team. Improve your stress management skills.
MST185	Congressional Operations Seminar	40	880	The Government Affairs Institu	

MST190	Emerging Issues in Public Management	40	2200	The Brookings Institution	This intensive five-day seminar has four major program themes: Major changes in the environment affecting public management, including economic and political trends, and scientific and technological developments. An examination of institutions affecting public management, including the Congress and the Presidency. Intensive evaluation of selected management issues such as accountability, governance, the federal budget, and demographic change. Strategies and techniques which have been used effectively in improving organizational performance, such as innovation, alternative dispute resolution, and Total Quality Management. Speakers include nationally recognized management experts, scholars, and leaders in public and private sector organizations. The schedule provides ample opportunity for group discussion.
MST191	Executive Potential Program	320	0	DOE-HQ/USDA Graduate School	The core curriculum consists of five seminars, four of which are 1-week residential seminars, including orientation. Participants complete a managerial assessment instrument to gain feedback on the essential behaviors of a successful executive. Each participant is required to design an IDP to serve as the "blueprint" for his/her developmental program. Each participant is required to complete two 60-day segments of developmental work assignments, for a minimum of 4 months, away from their position of record.
MST192	Customer Focus Advocate Training	24	175	DOE Office of Quality Management	Topics covered include: -Action plan for Gaining Customer Feedback -Assessment of current customer focus status in DOE based on the President's Quality Award Criteria - Assessment of future Customer Service training needs in DOE
MST193	Leaders for A Customer-Driven Organization	28	0	Doe-Hq	The purpose of this course is to accelerate the development of those leadership activities and skills necessary for completing the transformation of the Department into a high performing organization that is customer oriented, mission driven, and relies on the principles of quality management to achieve continuous improvement. This workshop is a partnering effort between the Department of Energy and the Federal Quality Institute.
MST194	Leadership for a Democratic Society	160	9150	Federal Executive Institute	This is a residential program which emphasizes a performance-based approach to individual development and leadership in the Federal context. The program addresses the active leadership role expected of career senior executives and the democratic values and beliefs that underpin that leadership.

MST195	Understanding the Federal Advisory Committee Act	16	295	Department of Interior	- Understanding FACA Requirements and Regulations - Department Committee Management Program - When FACA applies - Practical Journey thought FACA Case Law - Understanding how to work with FACA and your office of General Counsel - FACA and c Involvement - C
MST196	Excellence in Government Fellows Program, The	192	6500	Council for Excellence in Gove	This program is an intensive, year long leadership development opportunity to transform mid-level federal managers into leaders who produce results for the American people. As part of their fellowship year, participants develop their abis as leaders while creating strategies for meeting the complex challenges facing their organizations.
MST197	Leadership Training	16	0	Boylan Enterprises, Inc.	- What's going to be important around here? - Where should we be headed...our Vision..based on what's important to us? - What are our Vision measurables...so we will know when we get there? - What will our key strategies be? - Develop a CREDO that clearly
MST201	Women's Executive Leadership Program-WEL Program Core I	196	0	Graduate School, USDA	The Women's Executive Leadership (WEL) Program is a developmental program that provides leadership training and development opportunities for high-potential Federal employees. It is tailored to the participant's own developmental needssing on those competencies and effectiveness characteristics needed to be a successful supervisor or manager. The Core Training Session is a five-day residential training program that emphasizes the roles and responsibilities of supervisors/managers and discusses the participants' needs assessments in relation to these roles and responsibilities. Participants ceive their assessment results and formulate their IDP's during this training session.
MST202	Women's Executive Leadership (WEL) Program - Core II	196	0	Graduate School, USDA	This program is a developmental program that provides leadership training and development opportunities. It is tailored to the participant's own developmental needs focusing on those competencies and effectiveness characteristics needed to be a successful supervisor or manager. The Core II Training Session is a residential, two-week course of management training based on the management developmt needs of the class as a whole.

MST204	Managing Organizational Change Seminar (FMDP SMC10)	16	0	Doe-Hq	The program provides participants an opportunity to: (1) develop an awareness of relevant concepts/theories of the organizational change process and the impact of change upon themselves, their employees, and organizational systems; (2)an insight into change resistance and methods for channeling such resistance into productive alternatives; (3) identify managerial styles which contribute to effective management of organizational change and develop a plan for enhancing those skills; (4) develop guidelines or strategies relevant to their work environment for dealing constructively with change.
MST205	Implementing Self-Managed Work Teams	16	295	Graduate School, USDA	
MST207	Leadership Breakthrough I (FMDP SMC05)	40	1345	Rapport Leadership Institute	Topics covered include: -Lead and gain authority. -Commitment for higher productivity. -Build and develop an even better team. -Create solutions and take action-Communicate precisely verbally as well as in written communication.
MST208	How to Lead a Team	8	149	CareerTrack	This crash course will give you the 'how-tos' that are essential in today's team oriented workplace. You'll learn to get people who were put together to pull together, build team commitment from within, help your team solve problems and make decisions, manage conflicts and resolve differences, and keep your team fresh and growing.
MST209	EXCELLING AS A FIRST-TIME SUPERVISOR	8	149	CareerTrack	Learn how to take charge of your job, how to achieve concrete results fast, ways to develop your people, and how to build an image of confidence and competence.
MST210	Managing the Customer Satisfaction Process	16	295	Graduate School, USDA	This course teaches how to develop a customer driven service strategy that focuses on goals, measurement, two-way communication, empowerment and rewards.
MST211	Management Skills for Non-Supervisors	24	375	Management Concepts Inc.	Individuals with operations experience frequently must guide work groups without explicit authority to direct them. In this role, the "leader" must work with people who have diverse and often competing agendas. This course uses practical exercises and case studies to help students develop the skills needed to meet these challenges. Topics include: - The Organizational Environment - Communication Skills - People Management for Non-Managers - Adapting Management Processes - Problem Solving and Decision Making - Personal Issues

MST212	GPRA Implementation: From Strategic Plans to Performance Reports	16	355	Management Concepts	The Government Performance and Results Act (GPRA) of 1993 requires agencies to submit strategic plans, performance plans and performance reports to OMB and Congress. This course is designed as a hands-on workshop that guides participants through the strategic planning and performance measuring process. Students will learn how to tie strategic goals to mission statements, and write performance measures that demonstrate results. Most important, the student will learn how to link performance measures to budget requests. Agencies that cannot demonstrate results may find their budgets reduced and programs cut. This class will show you what to measure, and give you strategies to win program support.
MST214 MST215	Mediation Training Grid Advanced Leadership Program	32 40	0 1995	Doe-R1 The Oregon Leadership Institut	The preparatory work done for the seminar gives participants a unique view of behavior that will open a world of ideas about how people are influenced. At the Workshop participants observe the impact of both effective and ineffective leadership, which helps participants to identify the difference between effective and ineffective leadership and helps them change aspects of their own leadership style that may need improvement.
MST216	Managing Organizational Change	16	295	Graduate School, USDA	Major course topics include: - Identify the attitudinal and behavioral competencies that will support constructive change in your organization - The dynamics, processes and opportunities of change and organizational renewal -ategies to deal constructively with change
MST217	Problem Solving and Decision Making (FMDP FM7M04)	16	260	Management Concepts Inc.	Smart managers and employees learn to turn problems into opportunities and make themselves a bigger part of the decision-making process. Participants learn the skills, strategies, and techniques necessary to make problem solving more automatic and decision making less risky. Topics include: - Understanding Problem Solving - Solving Problems Creatively - The Decision-Making Process - Coping With Change - Decision-Making Types and Methods

MST218	Conflict Resolution	16	260	Management Concepts Inc.	If managed properly, conflict can be the creative spark that revitalizes the organization, ends stagnation, and encourages new solutions to old problems. Participants learn why conflict is both inevitable and invaluable and how to manage conflict by improving interpersonal communication, using negotiation, and building consensus. Topics include: - Understanding Conflict - Solving Problems and Making Decisions Without Conflict - Effective Communication and Negotiation - Mediation - Conflicts in Groups - Conflict and Change
MST219	Basics of Supervision	8	139	National Seminars Group	Today's Basics of Supervisory - Communication Musts for Supervisors - Dealing with Nonperformers and Difficult People - Making Change Work for You - Getting and Keeping Good People - Getting the Big Picture - Creative Decision-Making and Problem Solving Getting Beyond Your Boundaries.
MST220	Management Problems of the Technical Person in a Leadership Role	8	195	Fred Pryor	Course topics include: People Skills vs. Technical Competence in Managing Technical Functions, Major Characteristics of Technical Specialists (How to Turn Them Into Leadership Positives), Stages in a Technical Manager's Career, Communicate More Effectively with Non-Technicals, The Value/Motivation Shifts Required for Technical Specialists to be Effective Leaders, Practical, Hands-On Ways to Provide Ongoing Help for the Technically Minded Manager.
MST221	Executive Leadership in a Changing Environment	40	3500	Brookings Government Affairs I	Major course topics include: Improving your ability to plan and manage change, Dealing more effectively with external stakeholders, and Developing leadership strategies for the future.
MST223	Emerging Issues in Public Management	16	575	Brookings Government Affairs I	This seminar provides extensive coverage of federal budget, performance management and new procurement reforms. The issues of deficit reduction, performance based budgeting, franchising, and contracting by negotiations will be discussed
MST225	Leadership Breakthrough II	24	1020	Rapport Leadership Institute	- Leadership Presentation Skills - Participants evaluated on their enthusiasm and eagerness to implement ideas at work which will empower their staff, co-workers and clients. - Team Leadership - Challenging team building activities with a facilitated app

MST226	Principle Centered Leadership	40	2200	Covey Leadership Center/QTRC	In Habit 1, participants learn to focus on a "circle of influence" and produce tangible results. In Habit 2, participants identify mission and values before setting goals. In Habit 3, participants learn how to manage their time and resources in ways that keep them focused on key roles and goals. In Habit 4, people learn how to negotiate agreements and contracts from a win-win or no-deal perspective. By seeking first to understand, Habit 5, participating employees and managers expect to enhance their relationships with key "stakeholders," reduce interdepartmental rivalry, build teams, and improve marketing and sales for better bottom-line results. As participants learn to value the differences in Habit 6, they work more effectively with other people. As the Seven Habits training is made available to more and more people, the self-management and human interaction principles begin to impact every department and job function and provide a common language for solving problems.
MST228	Managing People - The Art of Leadership	40	875	Quality Training and Resource	Major course topics include: - Learn Fundamental Leadership Principles, Traits, and Concepts - Identify Effective Leadership Styles - Recognize Leadership Technique - Establish Elements of Effective Communication and Techniques - Influence Others by Providing Effective Direction - How to be a Mentor - Process of Problem-Solving and Decision-Making - Process of Team-Building
MST230	Criticism and Discipline Skills for Managers	8	149	CareerTrack	You'll learn how to get problem employees on track or out of your hair (fairly and legally). You'll learn to distinguish between the types of problem employees. You'll learn the hidden causes behind their difficult behavior. You'll learn to correct problem behavior with clear standards, realistic action plans, and assertive discipline. With the skills you gain, you'll get your nonperformers to pull their own weight. You'll find everyone is more productive, better satisfied and easier to work with.
MST242	Management Development Program (MDP)	36	0	CTA (Central Training Academy)	Upon successful completion of the program, attendees will understand: - Current trends in managing an organization - The impact that a corporate culture has on an organization - How to be prepared to deal with conflict and change - How non-union/union on handling grievances - How strategic planning applies to DOE - The DOE cross-cut budget process

MST243	How To Supervise People	8	99	Fred Pryor Seminars	You'll learn to: -Slash employee-turnover costs and hassles by using specific hiring and interviewing techniques -Blend differing personality types, backgrounds, and age groups into a smooth running, productive team -Supervise formers and friends without losing their respect - Establish boundaries for supervisor/subordinate relationships that will not be understood -Quickly identify difficult employees and redirect them with swiftness and ease -Relay constructive criticism without it being taken personally - even by the most sensitive employees -Originate project plans and set goals that your staff will buy into -Control absenteeism and tardiss -Develop a keen sense of when to fire or take corrective action - and the legal implications for each -Best of all, you'll accrue respect and confidence from your boss, peers, and staff
MST244	Classification for Supervisors	16	75	National Indepedent Study Cent	Topics covered include: Key Elements of the Classification Standards, How to Use Classification Information to Plan Positions and Assign Work.
MST247	Coaching to Increase Productivity	16	350	Graduate School, USDA	Major topics include: * When to use coaching in the workplace * The components of effective coaching * Enhanced communication skills to be an effective coach * How to conduct a coaching intervention * The coaching process
MST248	Effective Supervision: Getting Things Accomplished Through Others	40	525	Management Concepts, Inc.	We recommend that students interested in supervision begin with this survey course, which introduces the essential skills of management. New and future supervisors will learn the basics of delegation, motivation, communication, performance management, and change management. Participants learn to coordinate employee efforts, solve workpce problems, and guide employees to meet departmental goals. Topics include: - How Supervisors Make Organizations Work - Work Management - Performance Management - Communication - Change
MST249	Management Development: Part I	40	595	Graduate School, USDA	Major topics include: * Managing the time and priorities of work groups * Using federal human resource programs to support your organizational objectives * Evaluating the financial implications of your decisions * Influencing organizational culture * Allocating and managing resources in an era of government cost-cutting and downsizing * Motivating organizational units * Coping with the changing political realitieof the public sector

MST250	Management Development: Part II	40	595	Graduate School, USDA	Major topics include: * Identifying and meeting key customer needs * Developing and implementing an organizational communication plan * Integrating technology, budget and human resource considerations into management decisions * tegies for dealing with the conflicting demands of the public's interest, political oversight and organizational resources * Designing and implementing succession planning systems
MST251	Managing Attendance and Leave for Supervisors	16	75	National Independent Study Cent	Topics covered include: Basic Principles of Hours of Work, The Types of Leave Available to Employees, The Rights and Obligations of Employees When Taking Leave, Applying a Four-Step Process to Attendance and Leave Situations, Your Role in administering the Leave Program
MST252	Necessary and Sufficient Process for Managers	1	0	Doe-RI	Management training on the necessary and sufficient process for identifying ES&H requirements to control or mitigate hazards. Reference DOE P450.3 which authorizes us of the process and DOE M450.3-1, dated 1/24/96, that defines the pro
MST254	New Leader Program	120	1995	Graduate School, USDA	The program includes three one-week residential seminars designed to enhance intensive study, learning, and professional development by allowing formal sessions and informal discussions to continue through the evening hours. The first week focuses on individual development needs, team building, leadership skills and team formation. The second week concentrates on self-directed work teams, problem solving, communications, flexibility, and diversity in the workplace. The third week emphasizes oral communications, self-direction, and leadership.
MST255	Personnel Management for Supervisors (Tuition Prorated) (FMDP SMC01)	40	0	The Morrison Group/RL	Through interactive presentations, group discussions, case studies, and workshops, the major subject areas covered are: Personnel Management; Position Classification; Position Management; Staffing and Merit Promotion; Performance Management; Grievances and Appeals; Discipline, Insubordination, Attendance and Leave; Training and Employee Development; Labor-Management Relations; EEO and the Discrimination Complaint Process.
MST256	Project Hanford Management Contract Training	1	0	Northern NEF	This computer based training is an overview of the new Hanford Management Contract process.
MST257	Human Resource Management for Supervisors, Introduction to	16	75	National Independent Study Cent	Topics covered include: Overview of the HRM Issues of Concern to Supervisors in the Hiring, Retention, and Separation Processes, Including: Staffing, Classification, Pay Administration, Employee Labor Relations, EEO, and Training.

MST258	Planning and Describing Positions for Supervisors	16	75	National Independent Study Cent	Topics covered include: Basic Principles of Organizational Design and Position Planning, How to Make and Document Position Decisions, The Impact of the Classification System on Position Planning Decisions
MST259	Implementing the Government Performance and Results Act	16	675	George Washington University -	This intensive course will show you how to: * Set agency-wide goals, measure performance, and report results. * Write and use mission statements, strategic plans, and performance plans, reports, and budgets. * Identify and resolve issues before they become problems.
MST260	Using Alternative Dispute Resolution To Resolve Contract Disputes	16	0	Doe-Hq	This course teaches participants to understand interest-based negotiations, identify various alternative dispute resolution techniques and their characteristics; recognize appropriate use of alternative dispute resolution techniques; identify DOE and government-wide alternative dispute resolution policy, goals, and intent.
MST261	Managing Off-Site Employees	16	395	Graduate School, USDA	Major topics include: * How to improve communication within and between off-site operation * Five key steps to effective interactions * Eight practices that distinguish superior managers * Defining job expectations and setting goals for geographically dispersed operations * Organizing the work of out-stationed teams, units and individuals * Teamwork strategies for groups separated by distance and limited in their contacts with each other
MST262	Responsible Empowerment (FMDP FM7M08)	8	0	American Training Alliance/Rog	Irresponsible empowerment is when management assumes delegating guarantees better results and employees assume they can do whatever they want. This workshop provides leaders with specific skills to ensure that empowerment includes accountability, employee involvement focuses on improvement, and results in improvement, more delegating does not result in less control, empowerment is not confused with anarchy, control of quality and service is verifiable, malicious compliance is prevented and problems are prevented, not just fixed.
MST263	Alternative Dispute Resolution	3	0	Doe-RI	This course is designed to teach managers how to use alternative dispute resolution (ADR) as a management tool to prevent or minimize the escalation of disputes, and to resolve disputes at the earliest stage possible, in an expeditious, cost effective and mutually acceptable manner.

MST264	Mediating Employee Disputes	32	645	Graduate School, USDA	Employee disputes can impact productivity, morale, motivation, and team effectiveness. This course will help you learn how to deal more effectively with these situations. Major topics include: * Causes and dynamics of conflict * Serves a mediator * Communicating to problem solve * Using mediation in EEO and grievance disputes
MST265	Leadership Tri Cities	30	650	Leadership Tri Cities	The course will begin with the ROPES program located in Columbia Park. It will most likely be hot, so please dress accordingly for a day in the sun. Shorts are fine. Please wear comfortable shoes, preferably athletic shoes. Sandals not permitted and will prevent anyone who wears them from participating. Also on the first day, the class will be the honored guests at a community reception at the Red Lion Inn in Pasco. Dress will be business wear.
MST266	Implementing Reengineering: Strategies and Techniques	16	1900	Hammer and Company	This course takes a novel and holistic approach to major change. It presents innovative concepts and techniques that have been specifically developed for contemporary large-scale change efforts. Attendees will leave ready to implement major organizational transformation.
MST267	Managing Project Managers	24	1605	American Management Associatio	This course will teach managers how to manage project managers in large projects with multiple sub-projects.
MST268	Labor Relations Basics: What Managers Need To Know	16	0	SPB Mgt. Consulting Group	This training will provide participants with an understanding of the basics of labor relations in the Federal workplace including their obligations and responsibilities under the Federal Service Labor Management Relations Statute and Eive Order 12871. Participants will learn how to discharge their labor relations responsibilities when dealing with recognized labor unions while preserving management's right to maintain order and discipline in the workplace.
MST269	Professional Woman Manager, The	16	260	Management Concepts, Inc.	Participants explore behavioral assumptions and social stereotypes and apply self-assessment strategies to management issues most relevant to women. Topics include: - Changing Management Roles - Making Transitions - Leadership SkillPersuasive Writing and Speaking - Tough Issues to Confront
MST276	Management Decision Making and Problem Solving	16	325	Graduate School, USDA	Course topics include: why problem solving and decision making are so critical to every manager's success, practical strategies for reaching decisions, techniques to resolve problems more effeciently, a conceptual framework to enhance problem solving and decision making, and assessing and improving individual and team efforts at problem solving and decision making.

MST278	Strategic Planning: GPRA and NPR-Bases	24	495	Graduate School, USDA	Course topics include: the theory and principles behind key GPRA tools: mission statements, strategic plans and performance measurement, GPRS's consequences for federal management, the significance of your customers and stakeholders, practical tips for goal-setting, creating and implementing action plans, developing milestones and evaluating progress, and preparing strategic planning briefings.
MST279	How to be a Highly Successful Team Leader	16	395	National SeminarsGroup	Introducing a comprehensive two-day workshop that delivers the high impact tools and essential insights you need to become a truly exceptional leader. This intensive two-day training will explore the many dimensions of effective leadership and develop the critical skills you need to lead your team to peak performance. Topics Include: The Fundamentals:Steps to Strengthening Your Leadership Skills Habits and Traits of Highly Successful Leaders Creating Your Vision and Planning the PathIn Your Goals Valuing the Individual - Strengthening the Team Enhancing Team Communication Skills Your Role in Making Change Happen
MST280	Assertiveness Skills	8	149	Fred Pryor Seminars	This exciting one-day seminar will give you the skills that guarantee you'll leap the hurdles you face everyday, earn more respect from everyone, and feel confident in your role as a manager and leader. - How to ask for what you need...and get it - Give positive, constructive criticism - Handle criticism without losing dignity or self-confidence - Set boundaries that employees respect - Increase your self-image and confidence.
MST281	Developing Management Skills	8	195	Fred Pryor Seminars	Topics to Be Included: The Assistant As a Manager - Planning & Scheduling - Negotiating - Managing Change - Managing, Motivating, & Leading People - Presentation & Communication Skills, Getting Your Point Across - Office Politics and Difficult People - Project Management Basics - Decision Making & Problem Solving.
MST282	Women's Leadership Forum, The	8	139	National Seminars Group	Topics covered include make things happen now, become a builder...a champion...of people, be a smart risk taker, managing yourself and your time, career mapping-the importance of a good plan, and the leader's guide to a balanced life. You will also learn how to motivate, influence and inspire others to excel.

MST283	Mediation Training for Workplace Disputes	24	630	CDR Associates	The overall goals of CDR Associates Mediation Training for Workplace Disputes are to provide a clear understanding of how mediation works and to provide introductory training for those interested in applying this process to workplace disputes. This three day seminar will include: Lectures and discussion on mediation and negotiation, Live demonstrations of mediation techniques, Small group simulations designed to provide experience in mediating a range of workplace disputes based on actual cases, A discussion of the ethical issues involved in mediating workplace disputes
MST284	Four Roles of a Leader: How to Make Every Team Player of Leader	8	399	Lessons in Leadership	Topics covered include how to build and sustain an atmosphere of trust and openness, creative cooperation, how to establish common directions, how to solve dilemma of management and employees wanting more for less, and how to take advantage of strengths and compensate for weaknesses.
MST285	Managers and Supervisors Conference, The Kennewick	8	199	SkillPath	Topics include: Building a High-Performance Team, Secrets to effective coaching, Building no-limit employees through delegation, Developing your Professional and Management Skills, Bottom-line business writing, How successful new supervisors do it, Breaking through communication barriers, Becoming a Leader, Making the transition from Manager to Leader, Make things happen with better presentation skills.
PAC101	Procurement, Basic (FMDP PR10, CR3P21)	120	0	Doe-Hq	Participants receive an overview of acquisition laws, regulations and directives that govern the DOE acquisition function as well as an understanding of their roles and responsibilities. Daily homework and class assignments will help participants prepare for the weekly tests. Topics included are standards of ethical conduct, acquisition planning, analysis of technical requirements, solicitation activities, small purchase procedures, sealed bidding, contracting by negotiation, cost and price analysis, award, protests and post-award activities.
PAC102	Contract Administration	40	0	Atlantic Management Center, In	Emphasis is placed on learning the applicable Federal Acquisition Regulations (FAR), Department of Energy Acquisition Regulations (DEAR), and other key DOE regulatory documents. Moreover, the course will enlighten all attendees on the scope of contract management and administration from the date of formation to contract close-out.

PAC103	Cost and Price Analysis	80	0	Doe-Hq	<p>This is a two-week course that will enable participants to perform a price analysis and analyze cost data for DOE. There will be daily homework, class activities, and a weekly examination in order to receive a certificate of completion. Topics include objectives of contact pricing, fair and reasonable pricing, truth in Negotiations Act, price analysis methods, performing price analysis, preparing for cost analysis, principles of allowability, cost analysis of direct costs and indirect costs, profit/fee analysis, and special pricing considerations.</p>
PAC104	Contract Negotiation Techniques	40	0	Doe-Hq	<p>This course is designed to give contracting personnel, particularly DOE contract specialists and cost/price analysts, a foundation in negotiating. Participants will participate in mock negotiations that will take them through each stage of the process and increase their confidence in their negotiating skills.</p>
PAC105	Contract Law	80	0	Doe-Hq	<p>This course is designed to provide experienced contracting personnel with a knowledge of the legal principles governing government contract as evolved from common law, statutes, regulations, and court and board decisions and to provide a summary of the legal aspects of acquisitions. Selected court and board ruling of significant interest are studied.</p>
PAC107	Federal Financial Assistance	40	0	Doe-Hq	<p>This course introduces DOE employees to the basic processes and applications of the Federal financial assistance program. Entry-level personnel who take this course will have the ability to negotiate award and administer a federal financial assistance instrument. Topics include types of assistance, overview of assistance requirements, selection process, determining and negotiating award details, making the award, and post-award management of an assistance instrument.</p>
PAC109	Procurement, Basic	16	175	Elsen Consulting	<p>This course will cover, in part, standards of conduct, socio-economic policies, requisitions, competition, solicitations, negotiations, sealed bidding, contract types, terminations, modifications, and other administrative requirements.</p>
PAC110	Contract Administration for Technical Representatives (Tuition Prorated)	24	330	Doe-Hq	<p>Topics include authorities and responsibilities, ethics, communicating with the Contracting Officer, understanding the contract, contract planning, modifying contracts, ratifying contracts, issuing task orders, exercising contract options, evaluating contractor performance, handling performance problems, completing the contract, and contract termination.</p>

PAC112	Federal Acquisition Regulation Part 15 Rewrite	8	250	Management Concepts	Major course topics include: Infusing innovative techniques into the source selection process, Simplifying the acquisition process, Ensuring that the government, when contracting by negotiation, receives the best value while treating offerors fairly
PAC113	Utility Services Acquisition and Management	32	0	Doe-Hq	The course emphasizes acquisition authorities, regulations, policies and procedures which are peculiar to utility services acquisitions. The course stresses communication and coordination in all stages of utility service acquisitions. Topics include: Utilities acquisition: Overview; Utilities planning; Utility rates & rate making process; Utilities acquisition process; Contract management & administration. In this course you will learn the importance of specifications and statements of work in the contracting process and learn the differences between design and performance requirements. Participants will be introduced to available resources and be taught how to plan, organize and write a statement of work. The course will also cover the importance of FAR and similar regulations.
PAC114	Understanding and Preparing Specifications and Statements of Work	24	546	WSU-TC Professional Development	This workshop provides instruction in the basic elements and features of a contract, various types of government contracts, the general process used to develop, award and administer a contract, applicable government contract law, and the appropriate role of the COTR. Students will learn how to communicate more effectively with both the contracting officer and the contractor, and to better perform their advisory and monitoring responsibilities for their agency. The course material will include excerpts from the Federal Acquisition Regulation and will be updated to reflect the most recent changes.
PAC115	Contracting Basics For Contracting Officer's Technical Representatives (COTRs)	24	415	Graduate School, USDA	Students will learn: the rules of source selection today, what those rules really mean, key terms, definitions, and policies, how to prepare proposals and develop evaluation criteria and scoring methods, procedures for making business decisions, how winners are selected, what happens if you don't win, procedures for streamlining the process
PAC116	Source Selection	32	1075	George Washington University -	Participants will receive a solid foundation in the processes and applications of acquisition activities that happen before a contract is awarded. Topics include ethics, contracting methods, types of contracts, pre-award process, contract administration, and trends in government contracting.
PAC117	Acquisition Management for Technical Personnel	40	0	Doe-Hq	

PAC118	Price Analysis	16	0	PNNL, FDH, & Quentin Stanko	This course will provide the procurement professional staff with current price analysis guidance, which recognizes both changes implemented from Contract Reform as defined in the new Federal Acquisition Institute "Contract Pricing Reference Guide (May 1996)", and changes implemented from adoption of effective commercial practices.
PAC119	Federal Financial Assistance Administration	24	0	No LOnger Offered	To be established (Those needing to acquire knowledge involving the administration of financial assistance instruments prior to the development of the course will find the subject introduced in PRS11).
PAC120	Understanding & Using Task Order Contracts	16	195	Federal Seminar & Training Ins	This seminar focuses on the everyday problems and opportunities associated with task order contracting and prescribes practical strategies that will help both Government buyers and industry sellers use this powerful tool more effectively. the instructor will explain the rules governing the use of task order contracts, precisely describing the applicable statutes, regulations, and important decisions of the General Accounting Office and the Federal courts. You will then be supplied with the skill training necessary for writing statements of work and for developing task order contract pricing terms. The pros and cons of multiple vs. single awards will be outlined. You will learn how to plan and conduct a streamlined source selection.
PAC121	Innovative Contracting	8	195	National Contract Management A	Course topics include: Adapting to a New Environment, Simplified Acquisition Procedures, Strategic Subcontracting Considerations, Pricing Reform, Multiple Award Contracts: Challenge and Opportunity, Performance-Based Service Contracting for Research and Development, Alpha Contracting: An Innovative Approach, Other Transactions: A Split Personality, Governmentwide Commercial Purchase Card Program, Electronic Contracting Regulatory Changes, Standard Procurement System Overview, and Electronic Payment.
PAC122	DOE Management of Non-DOE Funded Work	24	0	Doe-Hq	Background, objectives and benefits; Exclusions; Legislative authorities and regulations; Overview of applicable DOE orders; Roles, responsibilities, DOE resources; DOE policies; Budgeting and appropriations process; Review, Authorization process; Financial Controls; DOE brochure for federal entities; Differences--Work for federal vs. non-federal entities; Reviews, audits, issues; Case studies and special situations.

PAC127	Simplified Acquisition	40	395	Houseman Associates	This entry level course introduces purchasing personnel to the simplified acquisition environment. It provides them with information and tools necessary to review incoming purchase requests, identify the appropriate source of supply, evaluate product and pricing information, issue written/oral orders, and provide purchase follow-up. It references the latest purchasing techniques applicable to buying commercial items, using GSA Advantage, and accessing source/item information on the internet.
PAC129	Federal Real Property Lease Law	40	650	Management Concepts, Inc.	Through the case study method using actual court decisions, students will learn to apply proper legal principles to the work they do every day. Students will also work extensively with the clauses typically found in federal leases, including GSA Form 3517.
PAC130	Contract Administration, Advanced	32	1095	George Washington University	The course focuses on the most complex aspects of contract administration, including planning, changes, cost monitoring, price adjustments, accounting, past performance, subcontracting, defective pricing, suspension, and debarment. The emphasis is on large, traditionally difficult, multi-task contracts and on the options and responsibilities government and industry administrators have at each phase.
PAC131	Best Practices in Performance-Based Service Contracting	16	895	George Washington University	In this course students will learn about the key elements of a performance-based service contract, how to develop precise, clear performance work statements and quality assurance plans that get the results you want, how to identify the types of specifications used to define a performance requirement, how to evaluate performance results against performance standards, the exact roles and responsibilities of each participant in the process.
PAC132	Determining Funding Source	8	155	Qtrc	This is a financial course for anyone who desires to increase their awareness of the "color of money", how to determine (and spend) according to appropriate funding sources (capital vs. expense). It also emphasizes the importance of using the proper funding sources. The topics are designed to move participants from very broad and general concepts to specific criteria and information. This is achieved through exercises, discussions, question and answer, and lecture.
PAC133	Reutilization and Disposal of Excess/Surplus Property	4	0	Property Management/WHC	Learn how to reutilize and dispose of excess or surplus property.
PAC134	Acquisition of Commercial Items	16	395	Management Concepts	Background and Rationale for Adopting Commercial Practices, What's new about Commercial Items, Defining the Requirement, Preparing the Solicitation, Evaluation and Award, Test Program for Certain Commercial Items, Contract Administration

PAC135	Contracting by Negotiation	40	550	Management Concepts	The following units of instruction are presented: Analyzing the Requirement, Source Selection Planning, and Selecting Terms and Conditions for the Solicitation, Soliciting Offers, Evaluating and Discussing Proposals, Selection Award, Executing Awards, Protests, and Fraud
PAC136	Contracting by Sealed Bidding	40	550	Management Concepts	Attendees will learn how to process a sealed bid procurement as set forth in FAR Part 14 and its related Parts. Course content is derived from the competency-based curriculum developed by the Federal Acquisition Institute (FAI) for federal contract specialists. Course topics include: Selecting Terms and Conditions for the Solicitation, Soliciting Offers, Evaluating Bids, Selection for Award, Executing Awards, and Protests
PAC137	Contracting for Architect/Engineer Services	40	650	Management Concepts, Inc	A-E Procedures, Planning, Selection Process, Negotiation and Award, Contract Administration
PAC139	Statements of Work for Environmental Projects	24	695	Shipley Environmental	Participants will learn a systematic approach to writing and reviewing environmental statements of work.
PAC141	Contract Terminations	8	115	National Contract Management A	Topics covered include: FAR Part 49, Applicable Clauses, T for C compared to T for D, Terminations for Convenience, Termination Settlement Proposal, Termination Cost Principle, Negotiation/Appeal, Termination for Default, Bases/Procedures/Defenses, Property Rights, Excess Reprocurement Costs, Other Rights and Remedies of the Parties
PAC142	DOE Property Management and Nonproliferation	16	0	Central Training Academy (CTA)	Major course topics include: History of U.S. Nuclear Nonproliferation Policy, Regulatory Basic/Statutory Requirements, DOE Guidelines on Export Control and Nonproliferation, High-risk Property, Nuclear Suppliers Group Trigger, Nuclear Suppliers Dual-Use List, Identifying Weapon Components, Military Control Items (U.S. Munitions List)
PAC143	Use and Disposal of Personal Property	16	395	Management Concepts, Inc.	Major topics include: Scope and Basis of Utilization and Disposal, Utilization and Replacement of Personal Property, Disposal of Personal Property, Donation of Surplus Personal Property, Public Sale of Surplus Personal Property, Other Disposal Procures, Reuse and Disposal of Information Technology (IT) Equipment, Property Reports
PAC144	Export Control, Nonproliferation & Property Management Regional Workshop	16	0	Pnl	Topics covered include: Export controls and nonproliferation overview, export control guidelines, nuclear suppliers group trigger list, nuclear suppliers group dual-use list, "high risk" property management.
PAC145	Procurement, Basic (FMDP PR10/CR3P21) (Tuition Prorated)	24	0	Elsen Consulting	Topics covered include preliminary considerations, simplified acquisition procedures, formal contracting procedures, contract types and contract administrations.

PAC146	Contracting with Small, Small Disadv, and Women-Owned Small Business Concerns	24	450	Management Concepts	Introduction to Federal Socioeconomic Programs, People and Agencies Involved in Small Business Contracting, Small Business Set-Asides, The 8(a) Program, Other Small Business Programs and Requirements, Other Preference Programs, Exploration of the impact of the Supreme Court decision in Adarand Constructors, Inc. vs. Peña
PAC148	Past Performance and Future Awards	3	0	Arcc	<p>This broadcast features the debut of a fractured fairy tale about the collection and use of past performance information.</p> <p>A colorful cast of characters lead us through topics like revised thresholds for the collection of past performance information, DOD Business Sectors, business sectors assessment elements, and use of past performance information including relevancy of past performance for a particular acquisition, and evaluation methodologies.</p>
PAC149	Contract Pricing: What's the Right Price?	3	0	Arcc	<p>The broadcast will highlight commercial pricing issues through a spoof of everyone's favorite game shows. A panel of knowledgeable government and industry professionals will address the changes, methods, and tools that one can use to make price reasonableness determinations.</p>
PAC150	Contract Closeout	16	395	Management Concepts	<p>Major topics include: Introduction to Contract Closeout, Evaluating Contractor Performance, Contract Files, Closeout Procedures, Elements of Special Concern, Types of Contract Terminations and Effect on Closeout Procedures, Contract Closing and Record Retention</p>
PAC153	Simplified Acquisition, Advanced	40	425	Houseman Associates	<p>This course focuses upon common purchasing problems and techniques for making more informed and effective purchases. It also presents methods for streamlining purchasing work load and procedures in line with commercial item requirements and expanded credit card use to better meet customer needs.</p> <p>Finally, it covers the legal framework for simplified acquisitions including applicable portions of the FAR and FPMR, Uniform Commercial Code, and precedent setting case law decisions.</p>
PAC155	Cost and Price Analysis, Advanced	40	650	Management Concepts	<p>This practical course, based on realistic case studies, delves into the troublesome areas of cost and price analysis: Cost Accounting Standards (CAS), Cost Principles, Cost Analysis, Lease vs. Purchase, Use of Government Property and Supply Sources, Proposal Evaluation, Pricing Issues in Contract Administration</p>

PAC156	Benefit Cost Analysis Workshop	24	415	Graduate School, USDA	Participants will learn how to define objectives and select benefit criteria, build models, and perform cost/benefit calculations. Topics include: life-cycle costing; net present value analysis; "life" for analysis; discount rate; simple economic analysis; more difficult analysis.
PAC157	Contract Performance Measurement	16	825	George Washington University -	This course is an introduction to the key concepts, principles, and techniques of contract performance measurement. The course describes a variety of performance measurement tools and provides guidelines for effectively tailoring and applying them to a wide range of acquisitions, from relatively non-technical service and supply contracts to complex technical programs and projects. Case studies and exercises are used to deepen understanding and provide practical experience.
PAC159	Personal Property Management, Basic of	40	550	Management Concepts	Students will obtain a working knowledge of personal property management policies, procedures, and regulations. Emphasis is placed on management and control, accountability, and accounting for personal property. Major topics include: an introduction to Property Management, Determination of Requirements, Acquisition of Personal Property, Personal Property Management, Accountability, Utilization and Disposal of Personal Property, Information Technology (IT) Equipment and Software, Accounting for Contractor and Grantee Property, Property Reports
PAC160	Terminating Contracts	24	450	Management Concepts	Major topics include: Legal History or Terminations, Termination for the Convenience of the Government, Termination Due to Inadequate Contractor Performance, and Termination Settlements.
PAC161	Market Research (Tuition Prorated)	8	0	AMCI, Inc.	This course focuses on the new requirements to define agency needs and the required use of market research to determine commercial item and service availability. It enables both procurement and technical personnel to quickly acquire basic market research skills. This course will explain requirements of market research for both technical and contracting personnel. It will also provide a brief introduction to market research techniques and processes.
PAC163	Negotiating More Effective Environmental Agreements	16	1175	Massachusetts Institute of Tec	Major course topics include: General Principles of Negotiation, Internal Negotiations as a Crucial First Step, Transforming the Terms of Compliance into Opportunities for Both Sides, Building Better Negotiation Relationships, Dealing with an Angry Public

PAC164	Best Value Procurement Workshop	4	20	National Contract Management A	Workshop is designed to help attendees understand implementation of Federal procurement policy in order to provide the best value to the DOE. Topics covered include: What is Best Value?, Lowest Price Technically Acceptable, The Trade-off Process, New Terminology, Clarifications, Competitive Range, Efficient Competition, Award without Discussions, Proposal Modifications, Negotiations, Deficiency and Weakness, Trade-Off Analysis and Guidelines, Past Performance Evaluation, Source Selection Decision Document, 12 Principles of Protest Prevention
PAC166	Contracting for Services under Performance-Based Contracting Method (Tuition Prorated)	24	0	AMCI, Inc.	Students gain an understanding of the unique characteristics of support service contracts and the regulatory requirements governing them. Students will learn about current government policies and the way these policies affect service contract administration. Participants will prepare a performance oriented work statement and a surveillance plan for incorporating performance based methods into service contracts. This course will provide a basic background in writing a performance-based contract (for non-M&Os) and will enhance procurement and technical personnel's ability to administer a performance based contract.
PAC167	Cost Analysis for Technical Personnel (Tuition Prorated)	24	0	AMCI, Inc.	This course focuses on analyzing a government contractor's cost proposal when cost and pricing data are necessary to determine a fair and reasonable price for either award or modification of a contract. The acquisition student will gain experience in evaluating indirect and direct costs, the availability of costs, and profit/fee determinations.
PAC170	Contract Law for DOE Technical Personnel (Tuition Prorated)	24	0	AMCI, Inc.	This condensed version of the two-week contract law course provides relevant highlights of contract law that impact the DOE program/project manager's ability to successfully complete projects. It uses relevant DOE examples and case studies to ensure the technical manager understands the legal framework of the DOE contract and gains the ability to apply its principles in developing documents and directives governing project planning and execution.
PAC171	Utilization and Disposal of Real Property	32	455	No Longer Offered	Students are taught to screen Federal activities as a first step in the disposal process, process real property from excess to surplus, and interpret how the highest and best-use determination relates to the availability of the real property for public use.

PAC172	Types of Contracts (Tuition Prorated)	16	0	AMCI, Inc.	This course provides a thorough overview of two major classifications of DOE Contracts: Fixed price and cost reimbursement. Exercises are included which will engender discussion of the pros and cons for each contractor type within varying work scenarios.
PAC173	Contract Management for COTRs	24	365	Houseman Associates	Effective contract management requires that COTRs possess and correctly apply technical and management skills. Most COTRs are selected because of their technical expertise. This course looks to improving contractor performance by enhancing COTR knowledge and practical application of contract management principles.
PAC174	Procurement	16	459	WSU-TC Professional Developmen	Impact on planning and placement of Federal Contracts of the Federal Acquisition Regulation Part 15 re-write, which fully incorporated the Federal Acquisition Streamlining and Reform Acts of 1994 and 1996. Techniques of placing requirements, market surveys, source selection, and electronic contracting will be covered.
PAC175	Preparation of a Performance Based Statement of Work	8	259	WSU-TC Professional Developmen	How to prepare a performance based statement of work, preferred method of describing a contract requirement.
PAC176	Fleet Management	24	310	Tbd	Students are introduced to the principles and procedures for fleet management. They learn to develop, implement, and manage programs that meet Federal motor vehicle requirements. Topics covered include how to determine vehicle needs, dispose of vehicles, apply cost saving principles in vehicle selection, downsize a fleet, standardize equipment, and recondition and dispose of vehicles on a cyclical pattern. Suggestions for maintaining and repairing vehicles, conserving fuel, apromoting fleet safety are reviewed. The methods for maintaining an accurate record keeping and cost control system, and the steps for developing a long range plan for acquiring additional and replacement vehicles are covered. Discussions address ways to solve some common types of vehicle operations problems.
PAC179	Administration of Contractor-Held Property	40	395	Management Concepts, Inc.	This course is designed to teach the fundamentals of administering government-owned personal property to be used by or placed in the custody of contractors. Property administration responsibilities of the government and property management responsibilities and functions of the contractor are covered from award of the contract to disposal and contract closeout.

PAC180	Contract Administration	16	459	WSU-TC Professional Development	The FASA, FARA, and FAR Part 15 re-write have substantially changed the methods of contract administrations. Major changes in Government Furnished Property, Contractor Surveillance, and Quality Assurance will be covered.
PAC181	Performance-Based Service Contracting	40	650	Management Concepts Inc.	Major topics include: General Discussion of Performance-Based Service Contracting, Fundamentals of Service Contracting, Planning for Performance-Based Service Contracts, Developing a Performance-Based Requirements Document, Solicitation, Evaluation, and Award, Preparing the Quality Assurance Surveillance Plan (QASP), Labor Standards in Service Contracts, Administration of Service Contracts, Upon Completion of Performance
PAC183	Contracting Officer's Representative Course	40	485	Management Concepts Inc.	Their role and authority in the acquisition process with specific concentration on the requirement, contractor selection, technical direction, and monitoring contract performance: The Acquisition Process, Personnel Involved, and Ethics, Acquisition Planning and Development of the Purchase Request, The Solicitation and Award Process, Basics of Contract Administration, Monitoring Contractor Performance and Quality Assurance, Changes, Equitable Adjustments, Claims, Disputes, and Termination
PAC184	Source Selection, Advanced	32	975	George Washington University -	The course teaches students the concepts, facts, principles, and techniques that you will need to effectively design and manage a source selection in accordance with government regulations and the protest decisions of the Comptroller General and the General Services Administration Board of Contract Appeals.
PAC185	Contract Administration, Basic	40	565	Graduate School, USDA	Course topics include: develop a contract administration plan, determine the need for and conduct post-award orientations, monitor actions of the contracting officer's representative and other support personnel, inspect invoices for completeness, compute the amount due and monitor payments, review proposed modifications and determine whether to meet new requirements through new acquisition or to modify the contract, determine the modification type: change order, unilateral change, administrative change or supplemental agreement, and process terminations, handle claims and closeout contracts.

PAC186	Administration of Cost-Reimbursement Contracts	40	650	Management Concepts Inc.	The unique demands of administering cost-reimbursement contracts for services, supplies, and R&D. Major topics: The Nature of a Cost-Reimbursement Contract, Funding, Financing, and Payment, Monitoring, Inspecting, and Accepting contractor Performance, Monitoring Labor Compliance, Contract Modifications and Changes, Government Property, Subcontracting and Review of Subcontracting Systems, Contract Disputes Act, Contract Terminations and Remedies for Unsatisfactory Performance, Contract Closeout
PAC187	Source Evaluation and Selection	24	450	Management Concepts Inc.	Major topic areas include: Establishing and Critiquing Evaluation Criteria, Evaluation of Proposals, Determination of the Efficient Competitive Range and Conduct of Negotiations, Special Source Selection Procedures, Debriefing Offerors, Protests
PAC188	Federal Real Property Leasing	40	650	Management Concepts Inc.	The leasing process is discussed from space planning to termination of leases. Major topics include: Overview of Authority and Beginning the Leasing Process, Leasing Procedures, Limitations of Rent, Lease Administration and Management, Alterations, Repairs and Restorations
PAC190	Federal Contracting, Introduction to	40	550	Management Concepts	This entry-level course provides a solid foundation for those new to federal contracting. Students receive an orientation to the federal acquisition process, an understanding of the roles of key players and participants, and an introduction to the basic statutes and regulations that govern this process. Applicable standards of conduct and ethics are discussed. Course content is derived from the competency-based curriculum developed by the Federal Acquisition Institute (FAI) for federal contract specialists. Major topics include: Vision, Goals, and Objectives of the Federal Acquisition Process, Organizational Roles and Responsibilities, Basic Statutes and Regulations, Acquisition Roles and Responsibilities Within an Agency, Introduction to the Acquisition Process, Modification to the Acquisition Process, Modifications, Terminations, and Claims, Standards of Conduct

PAC191	Federal Acquisition Regulation (FAR) Overview	16	450	Management Concepts Inc.	This course covers the layout of the FAR, its origins, its application to federal procurements, and how to use and understand it. Each subchapter is reviewed, with explanations, examples, and practical exercises to assure understanding. Students are provided with a loose-leaf FAR and taught how to keep it current. Major topics include: The FAR System, Administration and Organizations of the FAR, How Agencies Supplement and Implement the FAR, The Numbering System and Cross-Referencing, Impact of the FAR on Federal Acquisition Policies and Procedures, Part-by-Part Tour of the FAR, Clauses, Provisions, and Forms.
PAC192	Ethics in Federal Contracting	8	295	Management Concepts Inc.	This course examines the pertinent federal ethics laws and regulations that govern the acquisition process. The focus of the course is to identify and avoid problem areas through awareness of and adherence to laws and regulations. Topics include: Meaning and Purpose of Ethics, Governmentwide Ethics Standards, Standards of Ethical Conduct for Employees of Executive Branch, Fraud, Procurement Integrity, Other Ethical Considerations in Government Contracting, Remedies for Contractor Misconduct
PAC193	Contracting, Introduction to	40	565	Graduate School, USDA	Course topics include: list and describe the goals of the acquisition process in terms of quality, timeliness and cost, assure that supplies and services are delivered when and where specified and that supplies and services conform to the contract terms and conditions, describe the major function of the three phases of the acquisition process and state the primary business issues related to each function, and describe examples of activities that are prohibited under standards of conduct.
PAC194	Cost Analysis	40	550	Management Concepts Inc.	Course content is derived from the competency-based curriculum developed by the Federal Acquisition Institute (FAI) for federal contract specialists. Topics include: Defining Costs and Cost Analysis, Obtaining Offerer Information for Cost Analysis, Identifying Considerations Affecting Cost Allowability, Collecting Information to Support Cost Analysis, Designing and Evaluating Work Design for Contract Performance, Analyzing Direct Material Costs, Analyzing Direct Labor Costs, Analyzing Indirect Costs, Analyzing Facilities Capital Cost of Money, Preparing for Negotiation.

PAC195	Cost and Price Analysis	40	550	Management Concepts	Major topics include: An Overview of Contract Pricing, Cost or Pricing Data, Applying Price Related Factors, Introduction to and Preparation for Cost Analysis, Direct Material Costs, Direct Labor Costs, Indirect Costs, Preparing for Negotiation.
PAC196	Negotiation Techniques	40	550	Management Concepts Inc.	This is a practical course for students to develop skills to negotiate government contracts. Students will participate in mock negotiations to improve their negotiation techniques. Major topics include: Negotiations and the Procurement Process, Personnel and the Negotiation Environment, Preparation, Planning, and Factfinding, Role of Strategy and Tactics in Negotiations, Conducting Negotiations, Unique Negotiation Issues.
PAC197	Contract Administration, Basic	40	550	Management Concepts Inc.	Course content is derived from the competency-based curriculum developed by the Federal Acquisition Institute (FAI) for federal contract specialists. Topics include: Initiating Work Under the Contract, Quality Assurance, Payment, Modifications and Options, Termination for Convenience/Claims/Closeout, Past Performance.
PAC198	Federal Contract Law	40	550	Management Concepts Inc.	A comprehensive course covering a full range of legal issues common to Federal contracting and the principles that must be understood to ensure all contracting actions are in accord with the law, regulations, and legal precedents. Emphasis is on actual cases from the Comptroller General, the Boards, and the Courts to illustrate the principles covered. Major topics include: General Principles of Government Contract Law, Funding of Federal Contracts, Contract Formation Issues, Challenges by Unsuccessful Offerors or Bidders, Socioeconomic Policies, Post-award Legal Considerations, Legal Concerns in Terminations, Other Legal Considerations.
PAC199	Contract Administration, Advanced	40	650	Management Concepts Inc.	FAR Parts 42-52 are examined and applied through extensive use of case studies. Major topics include: Inspection and Acceptance, Changes, Suspension of Work and Delays, Equitable Adjustments, Differing Site Conditions, Termination for Default/Cause, Termination for Convenience, Disputes, Contract Closeout.

PAC200	Contracting by Negotiation, Advanced	40	650	Management Concepts Inc.	In-depth examination of the Federal Acquisition Regulation, Boards of Contract Appeals, General Accounting Office, and General Services Board of Contract Appeals decisions. Major topics include: The Importance of a Good Procurement Requests, Source Selection Plans, Evaluation Panels and Evaluation Factors, Evaluation Process and Rating Proposals, Award on Initial Proposals, Competitive Range Determinations, ending the RFP Throughout the Process, Discussions, Best and Final Offers (BAFOs), Source Selection Decisions, Contract Award, Notification and Debriefings, Protests and Litigation.
PAC201	Federal Contract Law, Advanced	40	650	Management Concepts Inc.	Current and emerging legal issues critical to experienced contracting personnel. Through the case study method using actual court decisions, students will gain valuable hands-on experience about how to analyze and resolve legal issues. Topics include: Legal Environment for Federal Contracting, Issues of Authority, Protests, Claims, Issues Relevant to the Administration of Contracts.
PAC202	Evaluating a Contractor's Performance	24	450	Management Concepts Inc.	Coverage includes relationships between specifications, risk, contract type, and the need to evaluate contractor performance. Major topics include: Introduction, Planning Tools, Monitoring and Evaluating the Contractor's Schedule Performance, Monitoring and Evaluating the Contractor's Cost Performance, Monitoring and Evaluating the Contractor's Technical Performance, Informal Tools to Monitor and Evaluate a Contractor's Performance.
PAC209	Best Value Procurement	16	350	Tbd	The course examines the many procedural choices available to the government in a best value contracting effort, and how these choices impact upon competing contractors. Major topics include: Introduction to Best Value, Establishialuation Factors, Evaluating Proposals, Holding Discussions, Selecting a Contractor for Award, Protests, Streamlining Techniques.
PAC211	Contracting Fundamentals (Basic Procurement)	160	0	Doe-Hq	This course covers the broad range of contracting procedures as prescribed by the Federal Acquisition Regulations (FAR), the Department of Energy Acquisition Regulations and Procurement Guidebook, applicable statues, ethics policies, and other pertinent authorities that govern contracting operations.

PAC218	Contracting Basics for Support and Administrative Personnel	24	395	Graduate School, USDA	This program will provide technical, program and administrative personnel with a good understanding of the procurement process and its development. You will be exposed to the major aspects of the acquisition system, with an emphasis on clarifying administrative, peripheral and supporting roles in contracting and procurement. The terminology commonly used in procurement will also be interpreted. The class will use case studies and group discussions focused on typical procurement situations.
PAC219	Source Selection	40	550	Management Concepts Inc.	This course outlines the steps and procedures involved in the evaluation and selection of a contractor using negotiated contracting procedures. Course content is derived from the competency-based curriculum developed by the Federal Acquisition Institute (FAI) for federal contract specialists. Major topics include: Overview of Source Selection, Source Selection Plan, Developing Evaluation Factors, Technical Evaluation, Competitive Range, Selection and Award
PAC224	Techniques of Negotiating Federal Real Property Leases	40	650	Management Concepts	Negotiations and Leasing in Perspective, Most Commonly Negotiated Items, Personnel and the Negotiation Environment, Fundamentals of Negotiations, Conceptual Approach to Negotiating, Role of Strategy and Tactics in Negotiations, Conducting the Negotiations, Reaching Agreement.
PAC227	Simplified Acquisition Procedures	40	550	Management Concepts	Students will learn procedures for ordering from the various established sources and purchasing from businesses in the open market as well. Major topics include: Statutory and Regulatory Background, Responsibility and Authority of Participants in the Process, the Purchase Request Content, Making the Source of Supply Decision, Acquisitions from Required Sources, Acquisition Through the Open Market, Implementing the Government's Social and Economic Policies, Buying Services, Minor Construction, and Alterations, and Applications of Labor Laws, Administration and Follow-up for Purchase Orders and Delivery Orders.
PAC228	Simplified Acquisition Procedures and Federal Supply Schedules	40	545	Graduate School, USDA	Major topics include: The legal authority, and regulations governing Federal Supply Schedules and open-market simplified acquisitions, Techniques to determine price reasonableness, When to purchase a FSS item on the open market, How to award electronic or written orders, Selecting the correct FSS classification for needed goods or services.

PAC229	Buyer's Training For Transportation Personnel Workshop	8	100	HAMMER-DOE Nat. Trans. Program	This course provides a basic overview of transportation's impact on procurement and how making effective transportation related decisions can impact overall procurement costs. Elements of this class include dealing with customers and vendors, understanding and implementing freight terms to greatest advantage, mode and carrier selection, and what the buyer needs to know about transportation in a deregulated environment.
PAC230	Procurement, Basic (FMDP PR10)	40	0	Elsen Consulting	Topics covered include preliminary considerations, simplified acquisition procedures, formal contracting procedures, contract types and contract administrations.
PAC231	Source Selection and Evaluation Procedures	24	0	Ellen Elsen	Topics covered include: Formal vs. Informal Source Selection, Relationship of Statement of Work, Evaluation Criteria, Proposal Preparation Instructions, and Source Selection Plan, Developing Useful Evaluation Criteria, Writing Proposal Preparation Instructions, The Source Selection Plan, The Source Selection Process.
PAC232	Contracting for Commercial Products and Services	16	725	George Washington University -	This course examines the entire spectrum of commercial products and services contracting, from market research to contract closeout. You'll learn about commerciality, simplified acquisition procedures, schedule contracting, indefinite delivery, indefinite quantity contracts, market research, and electronic contracting.
PAC234	Government Contract Law	40	1000	George Washington University -	This course focuses on the basic legal principles involved in government contracts. It delves into the fundamental principles of the common law rules, statutes, regulations, and policy pronouncements as interpreted by the Federal court board of contract appeals decisions that form the foundations of Government contract law.
PAC235	Best Value Source Selection: How to Streamline the Process, Advanced	16	725	George Washington University -	Students will learn innovative approaches to simplifying and speeding proposal evaluation, facilitating government-offeror communications, and laying the groundwork for post-award government-industry partnerships. You'll go home with guidelines and templates for successfully implementing the most promising approaches.
PAC237	Types of Contracts	24	0	Ellen Elsen	Topics covered include introduction of types of contracts, fixed-price contracts, cost-reimbursement contracts, incentive type contracts, time and materials/Labor-hour contracts, and selection of contract type.

PAC238	Contract Law (Tuition Prorated)	80	0	Atlantic Management Center, In	This course gives the participant a foundation in Government contract law. The participant will be introduced to the importance, scope, and complexity of Government contract law and be given the opportunity to demonstrate an understanding of the concepts introduced in the course.
PAC239	Contract Law: A Tool for the Professional	8	95	Ncma	Topics covered include: Alternative Dispute Resolutions, Federal Procurement Environment, The "Commercial" Contracting Environment.
PAC241	Acquisition Management, Advanced	80	0	Doe-Hq	Topics covered include: Collect data from program managers for future acquisition requirements, Assist program managers in writing formal acquisition plans, Participate effectively in source selection processes, Manage problems that ain the post-award arena, Planning the acquisition, Conducting market research.
PAC242	Federal Contracting Basics	40	1125	George Washington University -	You will learn how to find solutions to commonly encountered problems by properly using and interpreting the Federal Acquisition Regulation (FAR), agency FAR supplements, contract documents, and decisions of key contracting tribunals (General Accounting Office, the boards of contract appeals, and the Federal courts). You will discover how to find, understand, and apply the rules of contracting through lecture, case studies, and exercises. You will learn about important sources of marketing information - and how the Federal contracting system really works.
PAC245	Federal Financial Assistance (CR3S52)	32	0	AMCI, Inc.	This course introduces DOE employees to the basic processes and applications of the Federal financial assistance program. Entry-level personnel who take this course will have the ability to negotiate award and administer a federal financial sistance instrument. Topics include types of assistance, overview of assistance requirements, selection process, determining and negotiating award details, making the award, and post-award management of an assistance instrument.
PAC246	Development of the Statement of Work & Evaluation Criteria	24	0	Doe-RI	This is a facilitated workshop for developing the Statement of Work and Evaluation Criteria.

PAC248	Contract Administration, Advanced (Tuition Prorated)	24	0	AMCI, Inc.	The prime focus of this course is to identify and resolve complex DOE contract administration problems uncovered during inspections or resulting from contract delays, modifications, and terminations. Participants will learn effective techniques for interpreting contract clauses and problem-solving methods for resolving contract issues. The course will be particularly valuable as a refresher for those participants who have already completed the basic course or who have already acquired sufficient pre-award abilities and for technical personnel who desire to enhance their management abilities.
PAC249	Contract Claims	40	650	Management Concepts	This course is designed to provide knowledge of legal and practical implications of government contract claims. The decision process is emphasized and procedural matters are covered in detail. Major topics include: What Constitutes a Claim, Source of Claims, Equitable Adjustments, Preparation of Claims, Proceedings Before a Board of Contract Appeals, The United States Court of Federal Claims, and Other Considerations.
PAC250	Changes Under Government Contracts	24	450	Management Concepts	This course addresses complex issues relative to executing a contract change. It deals with the unusual aspects of the Changes clauses and with other clauses that result in a change or an equitable adjustment such as differing site conditions and government property. Major topics include: Changes - The Concept, Purpose and Coverage of the Changes Clause, Formal Change Orders, Constructive Changes, Equitable Adjustments, Other Clauses Which Invoke Change, Claims Arising from Changes.
PAC251	Federal Acquisition Regulation - Part 15 Rewrite	16	695	Federal Publications Inc	This course is a concise, step-by-step review of the new FAR Part 15. In key-point fashion, the program moves through each major provision, detailing how and where the changes are being crafted and what their realistic impact will be on your procurement activities - for contractor and Government representatives.
PAC252	Information Technology Contracting	16	825	George Washington University -	Topics include: Information Technology Management Reform Act (ITMRA): The New Law, Review of Information Technology Procurement Law, Impact of Acquisition "Reforms" on IT Procurements, Soliciting Proposals for IT Resources, Keys to Winning IT Contracts, Proposal Evaluations and Source Selections, Rights in Technical Data and Computer Software, Bid Protests to General Accounting Office, District Courts, and the Court of Federal Claims.

PAC253	Price Anderson Amendments Act (PAAA) Coordinators Training	16	0	Doe-Hq	This course will focus on current noncompliance case reviews and evaluation of recent selected DOE coordinators issues. It will also cover reporting issues, communication and coordination areas among field, headquarters, and M&O contract. Also included are developments in external regulation, training on the relationship between PAAA enforcement and contractual requirements for contractors with emphasis on how PAAA enforcement fits into the concept of integrated safety management.
PAC255	Negotiating Techniques	16	295	Graduate School, USDA	Major topics include: Applying the no-fault negotiation formula, How to use multiple negotiating strategies, Assessing the conflict management styles of others, Techniques for framing and reframing issues, Distinguishing between negotiation, mediation and arbitration, Applying interest-based negotiating methods, The role of truth-telling and empathy in negotiations.
PAC256	Contracting Fundamentals	160	0	Dau	This is a general survey course in contracting basics. Its broad scope covers the broad range of contracting procedures as prescribed by the Federal Acquisition Regulations (RAR) the Department of Energy Acquisition Regulations and Procurement Guidebook, applicable statutes, ethics policies, and other pertinent authorities that govern contracting operations.
PAC257	Contract Pricing	112	0	Dau	This course provides the foundation for the study and practice of cost and price analysis. Topics include a review of the various types of contracts, sources of data for cost and price analysis, methods for analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies, and tactics. An actual cost analysis is used to illustrate the various concepts and methods covered in the course.
PAC258	Government Contract Law	80	0	Dau	This course provides an understanding of the impact of Government contract law on daily decision making in acquisition. It introduces basic legal principles and sources of contract law as they apply to the Government's acquisition of supplies, services, and construction. Court cases and administrative decisions (Government Accounting Office, Boards of Contract Appeals) are discussed with emphasis on how the law affects Government/contractor relationships and ethics, and how to avoid and handle legal disputes.

PAC259	Contracting, Intermediate	152	0	Dau	<p>This course concentrates on management functions of all phases of contracting. Emphasis is placed on problem analysis and resolution, two major management functions. Case studies and practical exercises offer ample opportunity to apply knowledge and past experience in analyzing problems and formulating decisions. Discussing alternative solutions, identifying and evaluating relevant facts help in developing depth of knowledge in the complex areas of contracting. Pre-award contracting concentrates on management functions in the pre-award phase of contracting, and contracting problem analysis and resolution.</p>
PAC260	Contract Pricing, Intermediate	80	0	Dau	<p>This course reinforces pricing skills and develops skills at performing more advanced pricing duties. Major areas of concentration include: Quantitative methods for cost and price analysis, Advanced pre-award pricing decisions, Post-Award pricing decisions, General contract pricing issues.</p>
PAC261	Contract Pricing, Advanced	80	0	Dau	<p>This course examines statistical analysis, regression analysis, selected special topics and computer applications. It provides the necessary knowledge for the application of quantitative techniques, including the evaluation of parametric estimating techniques, in estimating and analyzing individual elements of cost and total price. Emphasis is placed on quantitative techniques utilized in estimating and analyzing elements of cost and the application of techniques in comprehensive problems and cases.</p>
PAC262	Contracting, Executive	40	0	Dau	<p>This class is a forum for examining a wide range of acquisition issues. Through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe Congressional activities, this course provides an intensive executive view of current issues and events in acquisition and, in particular, contracting. Topic areas cover: Contracting Policy (FAR Council, Office of Procurement Policy (OFPP), current, actual and proposed changes, and changing technologies, External forces (SBA, GAO, and legislative statutes), and Work Environment (contracting innovations, change, ethics, etc.). Participants will be able to discuss the current, actual, and projected DOE contracting and management issues as they relate to contracting and identify and discuss the impact on present acquisition and contracting practices of recently established or proposed policies, regulations, directives, or studies.</p>

PAC263	Management for Contracting Supervisors	40	0	Dau	This course spans management and leadership theory and practices applicable to a wide range of situations ranging from complex pre- and post-award procurement scenarios and detailed management cases, to the legal and ethical analysis of current acquisition practices. It uses case studies, critical incidents, small group interaction, and self assessments to analyze and discuss government procurement management issues to sharpen skills in assessment and interpretation of the variables that affect contract performance and mission accomplishment.
PJM101	Project Management Overview (FMDP PMC10)	80	0	DOE-HQ/John Silko	This is an eighty-hour introductory course that is designed for new or prospective project engineers. The course provides instruction in the DOE Project Management System, and gives an overview of a DOE project manager's responsibilities for managing project initiation, planning, execution, and transition. Documentation and administrative responsibilities are also covered. Students are introduced to key DOE project management elements such as leadership, teamwork, strategic planning, and budgeting. This course is typically taken before taking the other project managers, potential project managers, and individuals whose positions require knowledge of project management. This course addresses competencies required by DOE project managers.
PJM106	Professional Project Management	32	1450	Institute of Professional Educ	Course topics include: Project Scope Management, Project Human Resource Management, Project Time Management, Project Cost Management, Project Control, Project Risk Management, Project Contract/Procurement Management, Quality Management, Project Communications Management
PJM107	Project Control Systems (FMDP PMMS6)	40	0	Doe-Hq	This is a forty-hour course that focuses on helping project managers learn to control the elements of a project baseline through multiple case study activities. The case studies will help project managers learn to specify controls that will increase their confidence in a project's progress without incurring unnecessary reporting costs. Key topics include project risk and the graded approach, the technical element and work scope in DOE, the schedule element, the cost element, performance analysis and reporting, and change management. This course is not designed to help project managers implement a site-wide project management control system.

PJM109	Practical Cost Estimating and Validation: Lessons Learned Workshop	28	0	Doe	Cost baselines form the basis for all ER activities from contracting, life cycle baselines, and progress tracking to budget formulation and execution. Therefore, accurate and defensible cost estimates are key to successful execution of projects. As a participant in DOE ER projects, you are responsible for ensuring development and validation of project cost baselines. At this workshop, you will gain a practical understanding of cost estimating principles and practices that can be applied to better enable you to increase managerial and fiscal control of ER programs and projects.
PJM111	Project Management	8	195	Fred Pryor	Identify and take advantage of every resource available to you - staff, time, money, information, Gain a company-wide reputation for completing projects on time, on budget, and with the desired results, Recognize and avoid common planning pitfalls and mistakes that cause thousands of project managers to stumble, Demystify the professional project manager's meods: Use PERT, CPM, and GANTT charting techniques like a pro, Stop using all your time and energy to "put out fires": Learn how every project manager can "build-in" flexibility to deal with inevitable changes in schedules and resources, Build a highly effective project team - with the talent, skill, and motivation to carry your project to completion successfully
PJM113	Project Management Overview/Train-the-Trainer	80	0	Doe-Hq	This course is designed to prepare DOE personnel with significant project management experience for the challenging responsibility of training the Department's future project managers. The fundamental concepts of adult learning are developed through a series of participant activities and then applied to the real world classroom. Then, after becoming familiar with PMC10's learning objectives and course materials, the prospective PMC10 trainer will have the opportunity to prepare and present at least one of the course's lessons. Upon completion of the course, the trainer will have a complete PMC10 instructor's guide and the instructional tools to effectively present the course to diverse DOE audiences.
PJM115	Effective Project Management, Fundamentals of	16	395	National Seminars Group	Topics include: Getting started - You as the successfull project manager, Building a solid project team, Mastering the 4 I's - Inception, Initiation, Implementation, and Integration.
PJM116	Project Hanford Management Contract: We CAN Get There From Here	4	0	Fdh/Doe-RI	This workshop will explain the basics of the Project Hanford Management Contract (PHMC) and how work needs to be performed in order to fulfill its intent. The workshop focuses primarily on organizational roles and responsibilities (who does what), the communication of authority (who is authorized to do what), and how fee is earned.

PJM118	Project Management Fundamentals	16	325	WSU-TC Professional Development	Presented in an interactive setting, participants are instantly brought on board as team members in a two-day concentrated effort to learn about and implement a project structure within the company and prepare a project implementation and management plan.
PJM120	Project Management Certificate Program	72	995	WSU-TC Professional Development	This course will utilize A Guide to the Project Management Body of Knowledge (PEMBOK) as the text. This will be supplemented by lecture discussion of key points and cases, and assorted handouts. Each week will end with an integrative that combines all topics covered and reinforces the integration that is necessary in project management. Week one will cover an introduction of project management, project integration management, project scope management, project time (schedule) management, and project management. The second week will cover project quality management, human resources management, communications, risk management, and procurement management.
PJM121	Managing Multiple Projects, Objectives and Deadlines	8	99	SkillPath	If you're constantly faced with too many deadlines and too many projects-all of which have top priority-then this seminar is for you. Don't miss this opportunity to become more personally and professionally productive than ever before. We've combined everything you need to know about managing multiple priorities into one fascinating day.
PJM122	How to Manage Multiple Projects & Meet Deadlines	8	99	Fred Pryor	Major topics include: Managing Time, How to work with, not against, the clock, Taking Control of Multiple Tasks, How to run your life, instead of your life running you, Handling Unexpected, Difficult Situations, How to plan the unexpected and handle the most difficult people and situations easily, Handling Pressure and Stress, How to stay calm and in control even in the face of chaos
PJM123	Project Management	32	485	Graduate School, USDA	Topics covered include: Project management cycle, Implementing the project plan, Controlling project schedules and costs, Reporting on project status, Computer software aids

PJM124	Project Planning	40	0	Doe-Hq	<p>This is a course that provides "hand-on" skills training in how to plan a project, complete conceptual design for it, and develop a plan for executing that project.</p> <p>The course teaches skills necessary for planning projects under DOE's Project Management System. Taking a systems engineering approach to project planning, the course emphasizes the development of project scope through clear, up-front project definition. The course focuses on the pre-conceptual and conceptual phases of the project life-cycle. Skills practices include how to review pre-conceptual documentation to develop a firm understanding of the project's functional requirements, and how to prepare a plan for conducting concept design. Also included are how to review and evaluate conceptual design documents. The course concludes with how to prepare and review a Project Execution Plan, the document that will be used to manage the project during project execution.</p>
PJM128	Project Management Basics	24	495	WSU-TC Professional Development	<p>Develop a focused project purpose; establish measurable project objectives; identify the "right" tasks; determine required and appropriate resources; select "successful" project managers; create the project schedule; balance technique to do a PERT Analysis-- techniques and benefits; maximize resource usage; analyze and select software; implement the Plan; monitor the schedule; modify objectives, manage multiple projects; maximize human performance; evaluate the project (building future project success); archive. NOTES: The Secrets of Successful Project Management, by Ralph L. Kliem.</p>
PJM132	Program/Project Management: Essential Skills	40	550	Management Concepts Inc.	<p>The program/project manager must often control, organize, staff, and direct multiple projects that require daily evaluation. This course teaches how to use the recognized tools of project management. Students gain hands-on experience on project management techniques, working in groups to plan and schedule a project using project management software. Topics include: The Role of the Project Manager, Organizational Barriers, Project Planning, Project Scheduling, Resource Allocation, Cost Cutting, Project Control</p>
PJM134	Project Control Systems	16	375	Performance Management Association	<p>Project Control System requirements, embodied in Department of Energy Order 4700.5 and Department of Defense Instruction 5000.2, practical management systems solutions and in facilitating changes leading to more effective program/promanagement. Latest interpretation regarding DOE and DOD requirements. Frequent interface with the DOE HQ and Field Office personnel responsible for PCS implementation.</p>

PJM138	Cost & Schedule Estimating And Analysis	40	0	Doe-Hq	<p>This is a forty-hour course that provides practical skills training on how to develop project cost estimate and schedule baselines, and how to review cost and schedule estimates provided by contractors. The course teaches skills used across the project life-cycle, but focuses on estimates developed in project planning and the early stages of project execution (design). Students practice scheduling projects, developing and analyzing Critical Path Method schedules. In the cost lessons, students learn about various kinds of estimates, and their uses during different stages of the project life-cycle. Analyzing project risks and establishing cost contingency levels are also practiced. Students learn about the importance of documenting their cost estimate assumptions, and of distinguishing between project direct and indirect costs. Particular practice is provided in analyzing activity-based cost estimates. The course concludes by tying cost and schedule estimates together,</p>
PJM141	Project Execution	40	540	Doe-Hq	<p>This is a forty-hour skills-based training course on how to manage the execution of projects according to the DOE Project Management System. The course teaches skills necessary for successfully managing engineering and design, construction (including conducting remedial actions for environment restoration projects), customer acceptance, and project closeout. Students learn how to get "up to speed" on a project; that is, what critical project scope, cost and schedule factors to highlight when preparing to manage the execution of a project. Techniques are taught for organizing, managing, and reviewing project design documents, and for overseeing contractor performance during construction. Throughout the course, managing the project execution plan and maintaining clear communication between DOE project manager and contractor staff are emphasized.</p>
PJM142	Project Management, Intro to	40	0	Doe-Hq	<p>Topics covered include: DOE management elements, Project phases, DOE project documentation</p>
PJM143	Project Management Business Management	40	0	Doe-Hq	<p>This course will provide participants with an understanding of organizational and project structures and their relationship to internal management interfaces, the relationships and differences between a project plan and a project management plan, types of procurement and its impact on project costs and the role of the COTR, effective management of project staff and team building.</p>

PJM144	Best Practices in DOE Project Management	40	0	Doe-Hq	This is a forty-hour introductory course designed for the more experienced DOE project manager who requires a quick refresher of project life cycle phases and DOE's current policies and trends for managing them. This course provides instruction in the DOE Project Management System, and gives an overview of a DOE project manager's responsibilities for managing project initiation, planning, execution, transition, and closeout. Documentation and administrative responsibilities are also covered. This course is an abbreviated version of PMC10. This course is typically attended before other project management training courses in this series.
PJM145	Managing by Project	24	810	EXITECH Columbia Corporation	In this hard-hitting, interactive Davis and Dean workplace simulation, participants actually manage and lead a virtual team on a long-term project in compressed time. Managing by Project is not a video game. It is a PC-based simulation of actual management processes with programmed-in artificial intelligence, affording participants a complete and realistic experience.
PJM148	Project Communications Management	8	155	WSU-TC Professional Developmen	Everyone involved in the project must be prepared to send and receive communications in the project "language" and must understand how the communications they are involved in as individuals affects the projects as a whole. This course provides information and techniques to manage the critical links between people and the ideas and information necessary for project success. It covers the knowledge area required to ensure timely and appropriate generations, collection, dissemination, storage, and ultimate disposition of project information.
PJM152	Project Hanford Management Contracting Training	16	0	Atlantic Management Center, In	This course is designed to familiarize participants with the key concepts and elements of performance-based management contracting, with particular emphasis on developing results oriented statements of work; writing performance objectives, criteria, and measures; applying performance incentives; and identifying the special aspects of developing and managing project work under the new PHMC.

PJM153	Budgeting and Accounting for DOE Program/Project Managers	32	0	Doe-Hq	<p>This course is designed for experienced program and project managers to acquire a working knowledge of DOE's financial and managerial systems to accomplish the Department's budgeting and accounting processes. Processes include preparing, reviewing, presenting, and defending budget submissions.</p> <p>Foundation skills are required to manage a DOE project through its financial life cycle and these skills include managing the flow of funds to programs and projects, validating and funding projects, and researching and funding programs.</p>
PJM154	System Requirements Analysis	24	1295	Univ. Consortium for Continuin	<p>The course covers structured models for both functional requirements and design constraints or non-functional requirements. It can be focused on grand systems (complex problem with undetermined solution), hardware, or software as a function of the company needs. A very simple method is offered for writing requirements and that is fit into one of several structured models covering each kind of requirement that a specification customarily must contain. The concurrent engineering team approach is stressed using the V, waterfall, or spiral sequence.</p>
PJM155	Project Risk Analysis and Management	32	0	Doe-Hq	<p>The course will help participants to be able to identify and define project risks, perform a risk analysis, determine appropriate management and mitigation strategies, and calculate effective cost and schedule contingency levels to support strategies. The course will also enable participants to describe and determine the appropriate ownership of risk under varying contractual vehicles, to manage the project risk during execution, and to ensure adequate funding is available to complete the project. This course relies heavily on the case study method, using a master course case and computer assisted simulations to maximize DOE workplace relevance. The course will introduce participants to DOE's project management system, processes, language, and improve their performance as members of the project management team. Topics include the discipline of project management in DOE, phases of the DOE Project Life Cycle, and planning DOE projects. The course also covers the roles, responsibilities</p>

PJM156	Breaking the Code: Intro to Project Management for Non-Project Managers	24	386	Department of Energy Headqtrts	The course will introduce participants to DOE's project management system, processes, language, and improve their performance as members of the project management team. Topics include the discipline of project management in DOE, phases of the DOE Project Life Cycle, and planning DOE projects. The course also covers the roles, responsibilities and skills in DOE Project Management. Students will learn how to define work, schedule time, and estimate costs. They will also learn the essentials of budgeting and acquisition for DOE projects, executing DOE projects to achieve success, and completing and closing out DOE projects.
PJM157	Maintenance Training Course	24	0	Department of Energy Headqtrts	The intent of the course is to provide a new employee (or other DOE employees that work on the periphery of facilities management), an introduction and the topical skills to manage and provide stewardship of the Government's assets. A maintenance manager needs to know not only the fundamentals of maintenance programs, but also contracting vehicles, budget process. ES&H impacts, how to establish an operational awareness program, planning, real estate, etc.
PST101	Program Management Overview	40	0	DoE-Hq	This course is designed to help all DOE employees understand key concepts about how DOE programs are managed. Participants will receive basic education in DOE strategic planning, budgeting, execution, evaluation and control. This course should be taken before other courses in the Program Management series. Topics include history of DOE, current and emerging DOE management principles, planning concepts for DOE success, DOE's strategic planning and budget process, multi-year program planning, DOE strategic decision appropriations process, program execution, control, and evaluation.
PST102	Program Planning	40	400	Department of Energy Headqtrts	This is a forty-hour course that provides participants with an in-depth look at DOE's planning process. Program managers with responsibility for preparing DOE planning documents will gain hands-on experience in this course. Particular emphasis is placed on the relationship of mid-range plans to DOE's strategic planning and the budgeting process. Topics include orientation to planning, strategic planning concepts, DOE's strategic planning and budget process, DOE strategic plans, performance indicators, information resources management, DOE crosscut plans, risk management, and force field analysis.

PST105	Program Execution, Control and Evaluation (Tuition Prorated)	24	400	Doe-Hq	Program evaluation environment, Evaluation concepts, principles, tools and techniques, Project validation and review, External reviews and evaluations, Internal DOE reviews and evaluations
PST107	Program Analysis and Evaluation	32	400	•No Longer Offered	Classes consist of lectures, case studies, discussions, and real world illustrations. None of the quantitative work requires anything more than ordinary arithmetic. Specific topics include: Government Organization and Program ManagemProgram Planning and Analysis Process; Goals and Objectives; Developing and Analyzing Alternatives; Cost Analysis and Discounting; Sensitivity Analysis; Scheduling by Using Networking Techniques.
PST108	Program Planning and Analysis	40	165	National Independent Study Cen	This course teaches how to assess the need for a program, set program goals and objectives, analyze ways to meet the program goals and objectives, and finally schedule the implementation of the program.
PST109	Fee Policy, Performance-Based Contracts, and Perf-Based Incentives Overview	20	0	Hq	This course will focus on the contents, rationale and expectations of the Notice of Proposed Rulemaking (NPR) on Fee Policy. Principles and approaches for effective implementation and administration of performance-based contracts anir incentives at the Department's major site facilites will be addressed. Case studies will be used to provide a baseline for common knowledge and lessons learned for a better understanding of performance-based contracts that should improve theioffice's current performance.
PST110	New Criteria for Program Management and Budgeting	16	500	Center for Civic Leadership	Major conference topics include: How Congressional Appropriators plan to use the Results Act, Latest concepts in planning, budgeting, and management, Practical experience in applying these concepts in interactive breakout groups, Frame the lessons-learned message, which will be taken to Congress and OMB. In addition, Learning and Working Sessions include: Linking Planning and Budgeting, Developing Clear Strategies and Program Goals, Developing Performance Measures and Tracking Data

PST111	Performance Based Contract Management Workshop	40	0	Doe-Hq	This 5-day workshop is designed to ensure that DOE employees understand the need for changing contracting approaches in the Department. The workshop introduces the concepts and provides attendees a basic overview of performance-based management contracting, with opportunities to develop and apply the tools used in this contracting approach. Two days of the course will be devoted to performance-based contracting applications in Life-Cycle Asset Management (L-CAM) specific to the site where the workshop is held.
PST112	Performance Based Management Contracting	24	0	Doe-Hq	Students will learn the concepts and elements of Performance-Based Management Contracting, how to write performance objectives and results-oriented statements of work, how to develop performance measures and expectations, how to apply performance incentives, the roles and responsibilities of DOE employees and contractors in Performance-Based Management Contracting, and how to identify the special aspects of developing and managing a Performance-Based Management Contract.
PST113	Indirect Costs for Program/Project Managers	16	0	Doe-Hq	Students will learn the score on indirect cost at DOE.
PST114	Life Cycle Asset Management	24	0	Doe-Hq	This training will provide practical exercises, case studies, and other learning methods to help implement the new DOE Life Cycle Asset Management (LCAM) order (DOE Order 430.1). This course through the review of key elements of performance-based management systems will enable sites to become postured for the phased in implementation of DOE Order 430.1.
PST115	Life Cycle Asset Management Training Module "A" (LCAM)	4	0	Doe-RI	This training module will cover an introduction to the LCAM, Systems Engineering Management Plan (SEMP), the Mission Analysis procedure, the Functions and Requirements Analysis and Allocation procedure and the Interface Control procedure.
PST116	Life Cycle Asset Management Training Module "B" (LCAM)	4	0	Doe-RI	This training module will cover the System and Cost Effectiveness Planning and Analysis procedure and the Logistics Support Planning and Analysis procedure. Topics to be covered in this sequence include, systems effectiveness modeling, utility curves, integration of risk, development of figures-of-merit for determination of coeffectiveness, introduction to optimization techniques, reliability and maintainability evaluation, design for maintenance support, and integrated logistics support planning.

PST117	Life Cycle Asset Management Training Module "C" (LCAM)	3	0	Doe-RI	This training module will cover the Technical Performance measurement (TPM), Test and Evaluation (T&E), and Life-Cycle Cost (LCC) procedures. Topics to be covered include, integration of the TPM process with T&E, identification of technical performance measurement parameters, performance measurement, control and tracking, establishment of a Verification and Validation Program, and development of an LCC model.
PST118	Life Cycle Asset Management Training Module "D" (LCAM)	3	0	Doe-RI	This training module will cover the Risk Management, Decision Management, and Alternatives Generation and Analysis (AGA) procedures. Topics to be covered include the TWRS risk, decision management and AGA (trade studies) processes; development and use of Risk Management Lists, Decision Plans and Documents and AGA (trades) reports.
PST119	Performance Measurements for Government Agencies	24	1595	International Quality and Prod	A successful measurement-managed strategic planning system will link your vision, strategy and performance measurements. Topics include: How to choose "strategic control measurements", How to establish a target level of strategic performance for each mission-critical measurement, How to gather qualified data for measuring actual performance, How to mobilize your agency for strategic performance measurement, How to compare actual performance with standard (or target) levels of performance, How to decide on the action needed in view of the difference between actuals and targeted levels of mission-critical performance measurements, How to take action (This may be as simple as reassigning an individuals, or as complex as reengineering a key process.)
PST120	Effective Decision Making, Processes & Tools	24	0	Doe-Hq	This course is designed to give participants an opportunity to use computer applications to assist them in making critical decisions in DOE programs or projects. In addition to covering the theory, logic and fallacies associated with decision-making, this workshop provides ample hands-on time for participants to use several decision making software programs. Participants are expected to bring an issue or problem about which they need to make a decision to class.

PST121	Designing, Writing & Measuring Performance Objectives	0	0	Doe-Hq	Building upon an introductory level of knowledge presented in the program and project core courses, this course is designed to teach a working level knowledge of performance measurement tools and techniques. The course will enable DOE managers to transform broad DOE goals and objectives, through documentation and processes, into specific, quantifiable, and measurable performance results statements. To accomplish these learning objectives, this course relies heavily upon laboratories in which DOE participants develop performance objectives for an initiative they bring to the course.
QAT102	Total Quality Management Workshop	16	395	Graduate School, USDA	Basic Principles of TQM, The Changing Role of Management, Determining Customer Needs and Expectations, Function and Work Process Analysis, TQM Methodology and Architecture, Approaches to Data Collection and Measurement.
QAT105	Instructor Qualification Supplemental Class	12	0	DOE-RL/Barry Weaver	Topics covered include the five steps of the Systematic Approach to Training, the analysis phase in training development, the design phase in training development, the development phase and the implementation phase of training development, the evaluation phase of training development, and the training record keeping requirements.
QAT108	TRU Waste Quality Assurance Program Plan (QAPP)	16	695	Technology Training Center	DOE generator sites must characterize TRU waste in compliance with QAPP requirements before shipment of waste to the Waste Isolation Pilot Plant (WIPP). This course provides an overview of the scope, purpose and objectives of the Program, QAPP quality and technical requirements, the basis for the requirements, and interfaces with other WIPP requirements. Through presentation of lessons learned, case study scenarios, and group discussions, participants will explore issues associated with implementing QAPP requirements. The interactive CD-ROM version of the QAPP is used to facilitate a better learning environment.
QAT116	Saying Goodbye To Hourly Billing	4	85	Teleconference Center	The program will analyze flexible or "value billing" arrangements between in-house and outside counsel, propose how to incentivize outside counsel to accept innovative arrangement, and discuss ethical implications.

QAT119	Beyond the Basics of Team Facilitation	24	895	Goal/Qpc	This hands-on workshop will provide you with a working model of the team development process. The workshop offers advanced practice in the key concepts and core skills necessary in helping teams be more effective. Throughout the course you will be involved in role plays, case studies, small group work, and self awareness activities used in the context of real life situations. You will have ample opportunity to practice and trade facilitation techniques, and will learn specific tools and skills to successfully address team challenges with positive impact.
QAT120	ISO9000 Auditor/Lead Auditor of Quality Systems Course	60	0	Perry Johnson, Inc.	Course topics include: The ISO-9000 Accreditation Process, Principles of Auditing, The Managerial Role of Lead Auditor, Quality Manuals, Systems and Documentation, Planning and Performing an Audit, Auditing Design and Research Development Functions
QAT122	Measuring Preventive Maintenance Performance	16	795	Advanced Manufacturing Institute	Students will learn how to improve their preventive maintenance program by measuring maintenance performance, plan and develop a maintenance performance measurement program, utilize the computer in the measurement of maintenance performance, manage overall maintenance performance, and use maintenance performance measurements to bring about improvements.
QAT123	Skills for Quality Consultant	24	920	American Society for Quality	Participants will learn how to apply a contracting model to promote performance improvement, not just intervention. They will also learn how to apply components of several organizational diagnostic models, including system dynamics. You will develop skills for client interaction, acquire diagnostic tools to determine underlying concerns and fundamental, systemic solutions to problems in quality and productivity, and learn how to extend the use of familiar quality tools.
QAT127	Total Quality Management Awareness/Total Quality Awareness (FMDP FM7H71)	8	0	Doe-Hq	This course provides an overview of the history of quality and quality management in government and in the Department of Energy. The course outlines quality, defines TQM, discusses the key elements behind implementing TQM concepts and covers the fundamentals of quality management systems.
QAT131	Total Quality Tools and Techniques Training	16	0	Demcom	Topics covered include: Management Myths, A Theory of Management, How Do You Know? Bring Measurement to Your Organization, The Basis for Continuous Improvement, Techniques to Obtain Information, Gathering and Organizing Ideas, Introduction to the Theory of Variation, Statistical Process Control, Leadership Initiatives, Malcolm Baldrige Criteria.

QAT132	Quality Assurance for Radioactive Material Packaging	24	0	Doe-Hq	The course begins with instructions concerning basic QA principles and concepts and quickly advances to packaging specific information. The course will review applicable QA requirements from DOE Orders, federal regulations, and NRC Reory Guides. The course includes both lecture and actual problem sessions by applying the graded approach to selected QA elements from Subpart H of 10 CFR Part 71.
QAT134	DOE Nuclear Facility Quality Assurance Requirements	16	450	Quality Training and Resource	This two-day course will discuss the philosophy and content of this quality management system and how it can be applied to all activities using a graded approach. Information for this course has been taken from the Rule and DOE Implementation Guides. Course materials are presented by lecture and group participation in planned exercises.
QAT137	Haz Waste Programs: Data Qual Obj, QA & QC Procedures, and Data Mgmt Planning	16	366	WSU-TC Professional Developmen	Emphasis is on establishing data quality objectives, data validation criteria, and reporting methods consistent with program objectives. Materials include EPA documents, excerpts from QA manuals, case study examples, and reference lists.
QAT138	Measuring and Improving Performance	16	355	Management Concepts	Setting good performance goals and measuring performance towards those goals is only part of the GPRA (Government Performance and Results Act) process. Long term survival requires that agencies demonstrate results and continuously improving performance. This course is designed to pick up where the GPRA Implementation course leaves off. Here, tools and techniques needed to improve performance are applied. Students learn to interpret performance data and find solutions to performance problems. Strategies for displaying and communicating program results are also covered.
QAT146	Covey Facilitator Certification	40	900	Covey Leadership Center	In Habit 1, participants learn to focus on a "circle of influence". In Habit 2, participants identify mission and values before setting goals. In Habit 3, participants learn how to manage their time and resources in ways that keep them focused on key roles. In Habit 4, people learn how to negotiate agreements and contracts from a win-win or no deal perspective. In Habit 5, participating employees and managers can expect to enhance their relationships with key "stakeholders". In Habit 6, they work more effectively with other people, resulting in higher quality decisions. Habit 7 is the above list put together.

QAT149	AQP Annual Conference	24	575	Association for Quality and Pa	Learn about the 12 core areas identified as being crucial for success, and take part in discussions about how these results will shape the future of the field. Topics covered include: Appraisal For Self-Directed Teams, Large Group Interventions, Teams & Type: An Advanced Course Using the Myers-Briggs Indicator as a Tool For Team Development, Period of Transformation
QAT150	ISO 9000 Lead Assessor Certification Course (Tuition Prorated)	40	941	Bosted/Daniels	This internationally recognized course provides comprehensive instruction in all aspects of ISO 9000 quality systems, with an emphasis on auditing. Topics covered include: The ISO 9000 Accreditation Process, Principals of Auditing, The Managerial Role of the Lead Auditor, Quality Manuals, Systems and Documentation
QAT153	Quality Management Overview	4	0	Doe-Hq	This course provides an overview of the Department's transformation to a quality culture introducing the components of TQM and the requirements of the Quality Assurance Rule and Order.
QAT155	Improving Work Processes	8	0	Doe	This course presents the concepts and methods used to control and improve work processes as per 10 CFR 830.120, Doe Order 5700.6C, and the DOE Total Quality Management initiative. The course presents the following topics: The tools techniques available to improve work processes, Process cycle time reduction strategies, A process mapping approaching foundation for applying technical and programmatic requirements to work processes.
QAT157	Seven Habits Regional Facilitator Training	16	900	Covey Leadership Center	Organizations planning to implement the Seven Habits must have a signed license agreement with CLC, which outlines the conditions under which the course may be conducted. Students taking this course become certified facilitators of Seven Habits of Highly Effective People.
QAT160	Achieving Extraordinary Customer Relations - Skills and Strategies	16	0	Kaset International	Guided by a facilitator, participants discuss areas of concern and then approach these issues using the program's customer relations skills and strategies. Participants have ample opportunities to practice the skills in a wide range of relevant situations.
QAT161	Managing Extraordinary Service	24	0	Kaset International	This course provides surveys to help managers gather information on employee and customer perceptions of their unit's service. This feedback gives participants a realistic, actionable basis for making improvements. This course show managers and their work group leaders how to create service systems that are customer- and employee-friendly. At the same time, participants develop strategies to "recover" when service delivery breaks down. These service failures become opportunities to regain the trust of customers.

QAT164	Baldrige Criteria Training	24	0	Pnl, RI	Major topics include: Understanding the Baldrige Criteria, Understanding the Evaluation Process.
QAT166	Baldrige Orientation and Assessment Workshop	16	0	Mark Graham Brown and Assoc.	The workshop is a two-day session where participants learn to understand the award criteria and how to apply them in assessing and improving the organization. Through a series of individual and team exercises, participants learn the criteria by evaluating various sections of Baldrige applications that have been prepared as case studies. The workshop format includes 8 modules including assessment criteria, defining measures and planning for improvement, customer focus and assessment/audit approaches.
QAT167	Baldrige National Quality Award Criteria, Malcolm	8	0	Doe-RI	This workshop will cover these important quality topics. These topics are time-proven areas that organizations address to improve their quality, productivity, and customer satisfaction levels. Leadership, Information & Analysis, Strategic Planning, Human Resource Development and Management, Process Management, Business Results, Customer Focus & Satisfaction.
QAT170	Measuring the Return on Investment in Training and Development	40	2495	Performance Resources Organiza	The ROI process represents one of the most effective ways in which the training and development staff can increase its influence in the organization, enhance training results, measure the contribution of programs, and calculate the return on the investment. The success of the implementation of the ROI process often depends on the skills of the individuals selected to lead the effort. For optimum success, one or more individuals should take a leadership role and provide the following support functions: Serve as a champion for the ROI process throughout the organization, Ensure that the results-based approach is integrated into the various steps of training and development, Provide technical assistance for developing evaluation strategies, designing instruments, analyzing data, and presenting evaluation reports, Ensure that the ROI process receives the proper support and commitment from the management group, Teach the ROI process to a variety of target audiences, Coordinate, monit

QAT171	Quality: Yesterday, Today and Tomorrow	3	0	J. M. Juran	Dr. Juran was joined by a diverse panel of experts. This broadcast was divided into three segments: YESTERDAY (Part one, The History of Quality) Dr. Juran and Dr. Godfrey focus on the elements of quality management common to all industries and show the immense effect that quality and its evolution have had on civilization over the centuries. TODAY (Part Two, Today's Quality Leaders) Dr. Juran joined chief executives from today's leading organizations and as they explore what it takes in the current business environment to delight customers, lower costs, improve profits, and blow away the competition. TOMORROW (Part Three, The Future if Quality) Dr. Juran was joined by quality leaders to debate what the future holds for quality, as we face new challenges and forces in the 21st Century.
SCT101	Certified Professional Secretary Exam Preparation	62	520	WSU-TC Professional Development	Overview of human relations and organizational dynamics in the work place, Economics and management, Business operations, Arithmetical operations for payroll tax, Unemployment compensation regulations, Office administration and communication, Reviews, Travel procedures, Office/records management, Business communications, Office technology, Key economic and management principles and regulations in business, Accounting, computing interest summarizing/interpreting financial data and income tax
SCT104	Professional Office Excellence I: Work Guide	16	245	WSU-TC Professional Development	More efficient work will evolve with study of the desk work guide and through study of writing and grammar. New techniques for improved organization and communication will emerge with an understanding of how to prevent or avoid problems concerned with new technology and equipment.
SCT105	Professional Office Excellence II: Team Development	16	245	WSU-TC Professional Development	Recognize the role of the professional support person as a member of a large and complex team, Identify how to deal effectively with personality traits and characteristics, Discover positive methods for motivating others to better work and to achieving work goals as they affect you, Understand how professional relationships affect team members, Identify what various team members want and need from you in order to be more effective, Develop specific activities or actions which can help you and various teams work more cohesively.

SCT106	Professional Office Excellence III: Office Management Skills	16	245	WSU-TC Professional Development	What makes an effective office manager?, Your abilities and leadership style as a manager, Employee professional growth, What does an office manager manage?, Workload analysis and time frames, Workflow monitoring systems, Employee training needs assessments, successful delegation, Work appraisals, Communication with upper management, subordinates, peers, Productive staff meetings/problem solving sessions, How do you turn conflict into cooperation?, How conflict arises/effect it has on organizations, Crisis management resolution, Solving techniques for work-related problems.
SCT108	Issues Seminar for Secretaries and Administrative Personnel	16	495	Tbd	Major topics include: Emerging changes and opportunities in the work world, How to create stronger relationships, New ideas for career advancement, Keeping up with technical advances, Confidence-boosting techniques
SCT109	Office Management	24	365	Graduate School, USDA	Major topics include: Working with and through others, Principles of motivation that will help you achieve your goals, Setting long- and short-term goals, Applying key time management principles to your office setting, Communication models that will work for your unit, Leadership skills, Practical management tips and strategies to resolve problems
SCT117	Empowered Secretary/Office Professional, The	8	195	WSU-TC Professional Development	Getting a mandate from your Management Team; project Lists and Pareto Plans to power your performance; Tool Tally for meeting team objectives; total quality tools to enhance team output; persuasive diplomacy saves time and stress.
SCT128	Management Skills for Secretaries, Administrative Assistants, & Support Staff	8	195	Fred Pryor Seminars	You'll learn the powerful tricks of the management trade - high impact approaches that will give you the confidence, power and knowledge to "handle it". You'll master planning and scheduling solutions that give you more control over time and energy. Understand how to motivate the people you need to succeed! Make decisions, manage change, solve problems, negotiate what you need - watch problems dissolve and roadblocks fall as you use the time-tested management skills you'll acquire at this seminar.
SCT129	Project Management for the Office Professional	24	395	Graduate School, USDA	This workshop provides administrative support staff with the tools and techniques needed to plan, schedule, control, and manage projects more effectively. Classes consist of lectures, group discussions, and exercises. Specific topics covered include: The Project Management Process; Tools, Techniques, and Procedures; Conflict Management; Benefits and Pitfalls of Project Management; Project Organization; Scheduling; Project Control; Networking Techniques.

SIT101	Computer Security	40	410	Safeguards and Security	This course in microcomputer crime prevention covers modem and network security; national computer security policies, regulations, and guidelines; and the roles/responsibilities of the National Institute of Standards and Technology and National Computer Security Center. Students learn to identify threats, vulnerabilities, assets, and countermeasures for automated information systems; conduct physical security surveys; and plan and implement solutions to computer security problems.
SIT103	Incident Command Post - Operations Training	3	0	Fluor Daniel Hanford	Prepare Building Emergency Director and Incident Command Post Communicators to participate in the Incident Command Post. Participate in table top drills, followed by critique and summary
SIT105	Techniques of Interviewing and Interrogation	24	550	John E. Reid & Associates	The nine step approach to a successful interrogation has been developed by John E. Reid and Associates through extensive research and practical experience over a period of 50 years. Because of the subjects importance, approximately half the classroom's time in the seminar is devoted to the interrogation process and detailed examination of each of the nine steps. The Positive Confrontation, Theme Development, Handling Denials, Overcoming Objections, Procuring and Retaining the Suspect's Attention, Handling the Suspect's Passive Mood, Presenting an Alternative Question, Detailing the Offense, Elements of Oral and Written Statements.
SIT106	North American Standard Inspection - Level I	80	0	Commercial Vehicle Safety Alli	Inspection includes examination of driver's license, medical examiner's certificate and waiver, alcohol and drugs, driver's record of duty status as required, hours of service, seat belt, vehicle inspection report, brake system, coupling devices, exhaust system, frame, fuel system, turn signals, brake lamps, tail lamps, head lamps, lamps on projecting loads, safe loading, steering mechanism, suspension, tires, van and open-top trailer bodies, wheels and rims, windshield wipers, emergency exits on buses and HM requirements, as applicable.
SIT107	Incident Commander for Hazardous Materials	24	0	Hammer	This course is designed to provide the student with the basic skills necessary to safely and effectively manage the on-scene operations involving the uncontrolled release or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of a release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposure.

SIT109	PROLIFERATION - PLAYERS, ISSUES, AND TECHNOLOGIES, INTRO TO	32	0	Central Intelligence Agency (D)	This course presents a basic overview of technology, issues and policies related to the proliferation of weapons of mass destruction. It examines current proliferation issues and how various players in intelligence and policy areas interact to address them.
SIT111	Foreign Ownership, Control, or Influence	20	0	Central Training Academy (CTA)	This course focuses on DOE directives establishing the FOCI program; responsibilities and authorities in implementing the FOCI Program; the phases of the FOCI process; the types of business structures; and criteria to be considered in rmining whether companies or individuals are under FOCI.
SIT115	Physical Security Systems, Introduction to	40	0	Central Training Academy (CTA)	<p>This introductory course covers all aspects of physical security systems, including threat definition, target identification, detection (exterior and interior sensors, alarm assessment, communications, and display), entry control, and response from both forces and communications. The course addresses the roles of hardware and technology as they integrate with the roles of protective forces and procedures.</p> <p>The course includes one very general session on nuclear material control and accountability, so that participants can understand how this aspect of nuclear safeguards complements can understand how this aspect of nuclear safeguards complements physical protection. Because the course's primary focus is physical protection of nuclear materials at fixed sites, the course does NOT address protection of materials while they are in transit from one site to another. The course includes lectures, 14 graded practical exercises, and (if available) a field trip with equipment demonstration</p>
SIT116	Nuclear Materials and Nuclear Materials Control & Acct., Introduction to	24	0	Central Training Academy (CTA)	Basic requirements for planning, implementing, and evaluating and MC&A program, Generation, collection, and utilization of nuclear materials accountability data, Control mechanisms used in detection and timely prevention of anunauthorized activities in storing, processing, and transferring nuclear materials, Department guides also addressed.
SIT117	Performance Testing for MC&A, Introduction to	32	0	Central Training Academy (CTA)	Topics include: DOE policy, standards, and responsibilities for the conduct of MC&A performance tests, MC&A detection elements and how to determine critical system elements, Development of performance test plans and scenarios for the MC&A program elements: Program Administration Contament/Control Accounting Measurements/Measurement Control Inventory, Process for: Conducting tests, Collecting the data and information, Evaluating the information and drawing conclusions, Identifying possible facility impacts, and Reporting test results.

SIT120	Conducting Internal Investigations	8	200	Fdh	Topics include: Standard of proof if misconduct actually occurred, Questions you should and shouldn't ask, What commitments you should avoid making along the way, How to interview the accused and obtain meaningful information, How to question neutral and not-so-neutral witnesses, How to access a witness's credibility and get to the truth, How to effectively use legal counsel and the attorney/client privilege.
SIT123	Classified Matter Protection and Control (CMPC) II	32	0	Central Training Academy (CTA)	This is an unclassified, advanced course designed to prepare attendees to perform the following tasks: CMPC self-assessments, Inquiries into unaccounted-for matter, Troubleshoot CMPC programs, Manage local CMPC programs.
SIT124	Suspect/Counterfeit Items, Module 1	4	90	EXITECH Columbia Corporation	This half-day course presents general awareness training that informs individuals on suspect/counterfeit materials identified to date. Students will learn "how" to identify, "what" to do with, and "who" to report to when a suspect/counterfeit item has been found. Inspection techniques, equipment identification, and reporting methods will be covered.
SIT125	Suspect/Counterfeit Items, Module 2: Design & Specification Prevention Tools	4	90	Quality Training and Resource	This half-day course provides a better understanding of more detailed specifications to help prevent the purchase and introduction of suspect/counterfeit materials into the workplace.
SIT126	Suspect/Counterfeit Items, Module 3: Procurement Prevention Tools	4	90	Quality Training and Resource	This half-day course guides participants through a review of their current procurement process and provides assistance in identifying areas of weakness which might allow the entry of suspect/counterfeit materials. Participants identify methods on how to strengthen their processes to eliminate introduction of suspect/counterfeit materials into the workplace.
SIT127	Key Leader Training	24	0	Doe-Hq	Topics covered include organizational relationships and authorities in response to criminal/terrorist use of nuclear/radiological materials, FBI as lead agency in crisis management, FBI Joint Operations Center, DOE in support of lead agencies in a criminal/terrorist nuclear incident, FEMA as lead agency in consequence management, DOS as lead agency in crisis management, technical intelligence capability, and technical capabilities and techniques.
SIT128	Uncleared Hanford Security Awareness Standown	2	0	Pnnl	The Secretary of Energy has directed a DOE Complex-wide Safeguards and Security Stand-Down at all facilities approved to handle classified or special nuclear material to increase our overall security awareness.

SIT129	Facility Survey Team Leader	40	0	CTA (Central Training Academy)	Topics include: Survey administration, Briefings Trend analysis, Logistics Schedule development, Presentation Skills, Report writing, Team building skills, The validation process, SSSP Resource planning, Corrective action plans.
SIT130	Automated Information Systems Security (AISS) - Advanced	40	0	CTA (Central Training Academy)	Topics include: Basic automated information system security network terminology and concepts, Classified automated information system network accreditation process, Describe classified unified network requirements, Describe classified interconnected network requirements, Controlled interfaces and other technical protection devices used to meet the security needs of classified networks, Role of alternate protection measures in risk management, Identify the effects of emerging AIS technologies on network security.
SIT131	Analytic System and Software for Evaluating Safeguards & Security (ASSESS)	40	0	Central Training Academy (CTA)	This material provides instruction in the use of ASSESS, a computer based tool for conducting VAs to evaluate safeguards and security effectiveness, primarily against theft of nuclear material.
SIT132	Automated Information Systems Security (AISS) - Introduction	24	0	CTA (Central Training Academy)	Upon successful completion of this course, attendees should understand: Basic AISS terminology and concepts, DOE classified AISS program, Understand DOE 5639.6A and DOE Manual 5369.6A-1, Stand-alone, classified system requirements, Classified AIS accreditation process.
SIT133	Certified Fraud Examiner Review	120	695	Micro Mash	The review will include: instant reference to the Fraud Examiner's Manual, the MicroMash Way which determines users strengths and weaknesses, provides immediate feedback and focuses study on information users don't know. Four databases include approximately 2000 questions and coverage of all four areas of the CFE Exam.
SIT134	Automated Information Systems Security (AISS) - Update	24	0	CTA (Central Training Academy)	Upon successful completion of this course, attendees should understand: New federal regulations that apply to classified computer security, Updated DOE orders that apply to classified computing, Updated DOE classified AISS rements, AISS impacts of emerging AIS technologies, Current status of network and multi-level system technologies.

SIT135	Cleared Hanford Security Awareness Standown	4	0	Pnnl	The Secretary of Energy has directed a DOE Complex-wide Safeguards and Security Stand-Down at all facilities approved to handle classified or special nuclear material to increase our overall security awareness. Topics to be covered: Computer security, both classified and unclassified, Technical Security, Classified matter protection, including marking, protection, and destruction procedures, Classification guidance utilized at the site and the role of classification review, Sensitive unclassified information(UCNI, OOU, proprietary, etc), Protective Force roles, Infraction/violence program, including identification of site specific infractions, Foreign visitor control and foreign travel, Self assessment program, Badge program/access control, including escort procedures, Foreign contact reporting, Operations security (OPSEC) program, Reporting incidents of security concern, Prohibited and controlled items.
SIT136	Counterintelligence Training Phase I	32	0	CTA (Central Training Academy)	Upon successful completion of this course, attendees should understand: The basic requirements of the DOE counterintelligence program, DOE's legal and operational relationship with the intelligence community, Skills required for daily operation of the counterintelligence field element, Specialized training in counterintelligence interview techniques, DOE counterintelligence reporting requirements and awareness of program conduct and administration.
SIT137	Counterintelligence Training Phase II	40	0	CTA (Central Training Academy)	Upon successful completion of this course, attendees will be able to: Demonstrate a working knowledge of foreign intelligence service methods of operation, Demonstrate a working knowledge of DOE counterintelligence legal parameters and of ethics, Enter, recall, format, and/or edit information in CARDS, to include required counterintelligence reports and records retrieval, Plan and conduct pre- and post-travel briefings and local awareness program efforts, Demonstrate a working knowledge of other issues important to the DOE counterintelligence program and the intelligence community.

SIT138	Technical Security Countermeasures	24	0	NNSI	This course provides in-depth information for individuals associated with the DOE Technical Surveillance Countermeasures Program. The course specifically addresses administrative and operational requirements of the DOE TSCM Program. Also discussed are linkages with the DOE TSCM Program Manager and oversight/tasking of TSCM teams and DOE-contractor TSCM officers, new policies, orders, guidance, and special reporting procedures and integration of other information security programs.
SIT139	Security Crisis Management Training (SCMT)	20	0	CTA (Central Training Academy)	Upon successful completion, attendees will: Be familiar with the broad range of potential security incidents at DOE sites, Realize the necessity of timely responses for critical decisions during security crises, Understand the need effective management of resources during a crisis, Know the basis of the threat against DOE sites, Know the capabilities of the security teams that function in support of crisis resolution, Realize the effect of the public and the media upon security issues during DOE crisis. Topics addressed include Critical Decision-making, Crisis Management, Design Basis Threat Policy, Tactical Crisis Resolution, and Public/Media Influences.
SIT140	Operations Security	36	0	NNSI	This intermediate-level course focuses on resources, policies and training that deny unauthorized individuals or groups access to classified and sensitive-unclassified information. Emphasis is placed on the exploitable sources of information normally available to an adversary and on cost-effective countermeasures to deny or delay the availability of such information.
SIT141	Emergency Response to Terrorism	16	475	WSU-TC Professional Develop	Topics include: Define and discuss terrorism including identifying significant incidents, Recognize circumstances and on-scene key indicators which may signify a suspicious incident, State what hazard and risk components influence public protection considerations unique to terrorist incidents, and Implement appropriate self-protective measures
SIT142	Security Lock and Container Training	24	0	Central Training Academy (CTA)	This course teaches lock policy, application, operations, testing, and vulnerabilities. It covers locking principles and includes a substantial amount of hands-on time.
SIT143	Basic Survey	40	0	Central Training Academy (CTA)	This course prepares personnel to function as members of designated S&S survey or self assessment teams. Attendees will participate as members of S&S survey or self assessment teams. The basic requirements for these programs will be explained as outlined and/or recommended by DOE orders, policy guidance, and manuals.

SIT144	Interview Techniques Seminar, Advanced	24	0	CTA (Central Training Academy)	Major topics include Understanding the Employee Assistance Program Referral Option (EAPRO) and its effect in raising PSS sensitivity to substance abuse issues, and Applying adjudicative criteria given complex personnel security case. This seminar includes discussion that addresses analysis of complex personnel security issues as they relate to the criteria in 10 CFR 710 and way to address these issues during interviews.
SIT145	Personnel Security Specialist Adjudication Training (PSSAT)	76	0	CTA (_Central Training Academy	The purpose of the DOE PSP and attendees' respective roles in it, the relationship between potentially derogatory information and the criteria in 10 CFR 710, the importance of common sense in making personnel security clearance determinations, skills necessary to effectively screen information found in personnel security case files, skills necessary to effectively evaluate information contained in a personnel security case files, the Employee Assistance Program Referral Option (EAPRO) and its effect in raising PSS sensitivity to substance-abuse issues. Attendees receive training in the overall DOE Personnel Security Program (PSP) as it relates to DOE 5631.2C, PERSONNEL SECURITY PROGRAM; and 10 CFR710. Explored are the procedures for granting access authorization, evaluating applicant information against 10 CFR 710 criteria, adjudicating derogatory information, and conducting a basic personnel security interview. Also included is an overview of the DOE Administrative Review Process.
SIT146	Emerging Technologies Workshop	4	0	Tbd	This is an interactive television broadcast. This workshop presents a timely and informative overview of current research and development activities in the physical security field.
SIT147	Target Folder Development ITV	3	0	Central Training Academy (CTA)	This is an interactive television broadcast. It features presentations and open discussions about the type and depth of information required in target folders and the available electronic format capabilities.
SIT148	Counterintelligence for Security Professionals	24	0	NNSI	This course provides a basic understanding of counterintelligence concepts, principles, threats, and techniques, and how they are applied in DOE.

SIT149	Personnel Security Training, Advanced	24	0	CTA Trainig	This program provides advanced training in analyzing complex personnel security issues as they relate to determining access authorization. The course includes discussion of major concerns throughout the personnel security arena, with emphasis on the criteria found in 10CFR710. Attendees are also exposed to interviewing techniques that are appropriate for use in difficult interviews and in resolving concerns about substantially derogatory information.
SIT150	Administrative Review Hearing Procedures	28	0	NNSI	This course provides experienced personnel security with an opportunity to participate in simulated Administrative Review Hearings after in class discussion about adjudication criteria.
SIT151	Personnel Security Adjudication Seminar	24	0	Department of Energy Headqtrts	This seminar will cover state of the art information and training regarding current personnel security concerns and issues.
SIT153	Sampling Plans for MC&A	40	0	NNSI	This course gives each attendee the knowledge and skills required to participate as a member of a team that writes and executes sampling plans for MC&A. It is designed for the personnel who are involved in performing MC&A functions that require the use of statistical sampling plans, i.e., audits, assessments, and performance tests, nuclear material physical inventories, and nuclear material.
SIT155	Vulnerability Assessment Fundamentals	40	0	Central Training Academy (CTA)	Upon successful completion of this course, attendees will be able to identify the critical steps in the VA process; understand the philosophy, concepts, and terminology associated with the process; and be able to apply the knowledge and skills learned as a productive member of a VA team.
SIT157	Technique of Interviewing and Interrogation	24	0	John E. Reid and Associates	This course is designed to provide the finest training in one of the most specialized and difficult phases of law enforcement or security investigation-interrogation. The style, appearance, and approach of the successful interviewer and interrogator will be covered, as will the room settings conducive to these activities.
SIT158	Personnel Security Screeners	24	0	Central Training Academy	Topics include: Understand the purpose of the DOE Personnel Security Program as it relates to DOE o472.1B. Personnel Security Activities Chapters I-IX of DOE 5631.2C, Personnel Security Program and CFR710, Understand the pre-screening functions that must be completed before submittal of a case to an investigative agency, Understand the screening functions that must be completed after receipt of an investigative report, Apply the skills and knowledge necessary to complete the initial analysis of a personnel security case that contains derogatory information.

SIT159	Interview Techniques Seminar, Advanced	24	0	Central Training Academy	Upon successful completion of this seminar, attendees will be able to apply to a given complex personnel security case the adjudicative criteria.
SIT160	Violence in the Workplace	8	0	Central Training Academy (CTA)	This program provides not only basic information about the history and manifestations of violence in the workplace, but also broad guidelines for dealing with such violence from a supervisory or management perspective.
SIT163	Facility Survey of Physical Security Systems	40	0	Cta	This course focuses on the knowledge and skills DOE survey personnel need to conduct effective and accurate compliance and performance evaluations on physical security systems, installations, and operations. It emphasizes knowledge and associated with physical security related survey functions, and focuses only briefly on more general survey functions (e.g., survey planning and report writing).
SIT164	Personnel Security Adjudication for Management Seminar	2	0	Central Training Academy (CTA)	This is a review of the major directives that govern DOE personnel security programs, specifically addressing management roles in dealing with cases that require adjudication above the level of the local personnel security office.
SIT165	Risk Analysis: A Facilitated Approach	16	745	Tbd	Risk analysis encompasses techniques used to determine the relationship between the value of your information assets and the cost of measures required to protect them. Organizations are now readily accomplishing the risk analysis using the new Facilitated Risk Analysis Process (FRAP). In this interactive class, you will learn how to help your customer community to identify their own risks, controls and action items to safeguard their business assets.
SIT167	Systems Concept	4	0	Cta	Addresses sensor concepts.
SIT168	Entry Control	8	0	Cta	Discusses entry control technologies.
SIT169	Alarm Communications	4	0	CTA(Central Training Academy)	Discusses issues of operational testing.
SIT170	21st Century Security	8	45	American Society For Industria	Violence in the Workplace, Quality Screening for New Hires, Nuclear Material Smuggling, Government Response to Urban Terrorism and Workplace Violence, Local Trends in Law Enforcement, The Internet, Protecting Priority Information, Small Business and Home Security.
SIT171	Bomb Incident Planning	4	0	Central Training Academy	This interactive television program addresses how to organize and develop a plan for managing bomb threats.
SIT172	Security Refresher Brief	1	0	Fluor Daniel Hanford	This course provides information to cleared individuals on security requirements and their responsibilities. It is designed to heighten security awareness.

SIT173	Physical Security Training Program (APSTP), Advanced	80	470	Federal Law Enforcement Traini	This course is designed to provide the student with an in-depth knowledge of physical security procedures and equipment. The survey process is the common thread used in teaching this program. The APSTP includes conceptual security conations, vulnerability assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups. The antiterrorism/physical security training facility is used both as classroom and working laboratory providing a 'hands-on' training environment.
SIT174	Unauthorized Disclosure	28	0	Cta	This course addresses policy and procedures surrounding inquiries conducted to determine whether a compromise of classified information or a violation of a law has occurred. This course addresses the following: all aspects of conducting minary inquiries (e.g., purpose and methods of conducting interviews and searches); the legal parameters of conducting inquiries; report writing; and the occurrence-reporting processing system.
SIT177	General Technical Base Qualification Standard ITV Broadcast - Part I	10	0	CTA (Central Training Academy)	This broadcast will address the 8 Sections within the General Technical Base Qualification Standard. The course is intended to provide a brief overview of the DOE Technical Qualification Program (TQP), show the relations of the sections n the Standard to individuals, and provide standardized training in the core technical competencies. The training will ensure a consistent and common level of knowledge and skill available to federal employees participating in the TQP. Part I cover Nuclear Physics Fundamentals, Radiological Fundamentals, Quality Assurance, and Technical Communications.
SIT178	General Technical Base Qualifications Standard ITV Broadcast - Part II	10	0	CTA (Central Training Academy)	This broadcast will address the 8 Sections within the General Technical Base Qualification Standard. The course is intended to provide a brief overview of the DOE Technical Qualification Program (TQP), show the relations of the sections n the Standard to individuals, and provide standardized training in the core technical competencies. The training will ensure a consistent and common level of knowledge and skill available to federal employees participating in the TQP. Part II covers Environmental Management, Industrial Safety, Conduct of Operationand Nuclear Safety Documents and Evaluation.

SIT179	Terrorism	8	0	Washington State Emergency Mgt	This workshop will center on three significant areas of terrorism training: a comprehensive overview of the changing faces of terrorism, both domestic and international, within the continental United States; a presentation of the differences and similarities in planning for prevention or responding to terrorism threats or acts; and a discussion with exemplars of the development of plans which include levels of threat alert and corresponding levels of heightened security response. There will also be a discussion on the unified Incident Command System and its vital role in planning for/responding to these types of incidents.
SIT180	Receptionist's Guide To Front-Desk Security, The	8	139	Keye Productivity Center	Learn to recognize security problems before they become a risk., stop a would-be thief, and prevent the loss of a sure client, Manage the front desk with more authority, Outfox potential troublemakers, Handle stressful situations without losing your cool, and Master the basics of security.
SIT181	General Technical Base Qualification Standard ITV Broadcast-Part 3	16	0	Cta	Section 5, Industrial Safety, comprises information extracted from Occupational Safety and Health Administration (OSHA) directives that relate to the identification of safe/unsafe work practices, fire safety, electrical safety, hazardous chemicals and waste operations, industrial hygiene principles, and materials handling.
SIT182	Behavior Recognition	4	0	Cta	This is an interactive television training course that teaches participants to recognize unusual behavior in the workplace that indicates a potential safety or security concern.
SIT183	Survey Procedures Workshop	8	0	Central Training Academy (CTA)	This workshop informs inspectors and other personnel involved in the survey process about recent changes in the survey program. It also provides a mechanism through which inspectors can share lessons learned.
SIT184	Instructor Training, Basic	40	0	Central Training Academy (CTA)	This program provides attendees with the basic tools necessary to conduct an effective training session. Attendees will develop course and lesson objectives, prepare lesson plans, develop effective training aids, and present formally structured lessons.
SIT190	Conducting Internal Investigations	8	200		Standard of proof if misconduct actually occurred, Questions you should and shouldn't ask, What commitments you should avoid making along the way, How to interview the accused and obtain meaningful information, How to question neutral and not-so-neutral witnesses, How to assess a witness's credibility and get to the truth, How to effectively use legal counsel and the attorney/client privilege.